



WITH ANSWERS

Oxford
Living
GRAMMAR
upper-intermediate

Learn and practise grammar in context



Ken Paterson

Oxford
Living
GRAMMAR
upper-intermediate

Ken Paterson

OXFORD
UNIVERSITY PRESS

OXFORD
UNIVERSITY PRESS

Great Clarendon Street, Oxford, OX2 6DP, United Kingdom

Oxford University Press is a department of the University of Oxford.
It furthers the University's objective of excellence in research, scholarship,
and education by publishing worldwide. Oxford is a registered trade
mark of Oxford University Press in the UK and in certain other countries

© Oxford University Press 2012

The moral rights of the author have been asserted

First published in 2012

2016 2015 2014 2013 2012

10 9 8 7 6 5 4 3 2 1

No unauthorized photocopying

All rights reserved. No part of this publication may be reproduced, stored
in a retrieval system, or transmitted, in any form or by any means, without
the prior permission in writing of Oxford University Press, or as expressly
permitted by law, by licence or under terms agreed with the appropriate
reprographics rights organization. Enquiries concerning reproduction outside
the scope of the above should be sent to the ELT Rights Department, Oxford
University Press, at the address above

You must not circulate this work in any other form and you must impose
this same condition on any acquirer

Links to third party websites are provided by Oxford in good faith and for
information only. Oxford disclaims any responsibility for the materials
contained in any third party website referenced in this work

ISBN: 978 0 19 455709 2 Student's Book
ISBN: 978 0 19 455710 8 Student's CD-ROM Pack

Printed in China

This book is printed on paper from certified and well-managed sources

ACKNOWLEDGEMENTS

Illustrations by: Tim Bradford/Illustration Ltd pp.2, 4, 6, 8, 10, 12, 14, 16, 18, 20,
22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 64, 66,
68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 92, 94, 98, 100, 102, 104, 106, 108, 110,
112, 114, 116, 117, 120; Julian Mosedale pp.5, 9, 13, 21, 25, 33, 40 (TV chef),
44 (what to wear), 53, 55, 59, 63, 72 (Cornwall), 75, 77, 80 (investment advice),
89, 93, 97, 109, 115, 119; Aiden Smith 35, 103 (both).

Cover image: Alamy Images/Danita Delimont

*We would also like to thank the following for permission to reproduce the following
photographs:* Alamy Images pp.85 (Sheep farmer/Paula Solloway),
101 (Businessman/Jim Craigmyle), 105 (Car driving along cliff road/Pierre
Jacques/Hemis), 111 (Sailing/Leo Mason), 113 (Civil War re-enactment/Richard
Ashworth/Robert Harding World Imagery), 117 (Munich/Herbert Spichtinger);
Corbis pp.15 (Shetland Islands/Patrick Dieudonne/Robert Harding World
Imagery), 38 (Montacute House/Florian Monheim/Arcaid), 47 (Trento, Italy/
James Marshall), 67 (NBC Studios/Andria Patino).

Introduction

What is Oxford Living Grammar?

Oxford Living Grammar is a series of four books which explain and practise grammar in everyday contexts. They show how grammar is used in real-life situations that learners themselves will experience. The books can be used for self-study, for homework, and in class.

Elementary: CEF level A1+ (towards *Cambridge English: Key* (KET) level)

Pre-intermediate: CEF level A2 (*Key* (KET) and towards *Cambridge English: Preliminary* (PET) level)

Intermediate: CEF level B1 (*Preliminary* (PET) and towards *Cambridge English: First* (FCE) level)

Upper-intermediate: CEF level B2-C1 (*First* (FCE) and towards *Cambridge English: Advanced* (CAE) level)

How are the books organized?

The books are divided into four-page units, each of which deals with an important grammar topic. Units are divided into two two-page parts. Each unit begins with an explanation of the grammar point, and includes a unique Grammar in action section which shows how the grammar is used in typical everyday situations. It explains when to use the grammar point. This is followed by a number of contextualized exercises for learners to practise the grammar they have read about. The second part of each unit introduces additional explanation of the topic, more Grammar in action, and more contextualized exercises. The last exercise in every unit provides practice of a variety of the points and contexts introduced across the four pages.

The intention is that the fully contextualized explanations and exercises will show real English in real situations, which learners can recognize and apply to their own experience.

Word focus boxes highlight unfamiliar words or expressions and enable learners to widen their vocabulary.

The Over to you section at the back of the book provides a comprehensive bank of review exercises. Learners are encouraged to do more creative tasks about themselves and their own experience, using what they have learned. Sample answers are provided for these tasks.

There is an *Oxford Living Grammar* Context-Plus CD-ROM at each level with further grammar practice and Word focus exercises. Learners can also build longer texts, and build and take part in dialogues; learners can record and listen to their own voice to improve pronunciation. There are six grammar tests at each level so learners can see if there are any areas they would like to study again.

What grammar is included?

At Upper-intermediate level, you will study all the grammar necessary for the *Cambridge English: First* (FCE). The choice of contexts in the exercises has been informed by the Common European Framework of Reference and the framework of the Association of Language Testers in Europe at B2.

How can students use Oxford Living Grammar on their own?

You can work through the book from beginning to end. All the units will present and practise the grammar in typical everyday situations. When you have finished the exercises, you can go to the Over to you tasks for that topic at the back of the book for extra practice, and then check your answers.

Or when you have a particular grammar problem, you might want to study that topic first. You can look up the topic you need in the Contents at the front of the book, or in the Index at the back.

How can teachers use the material in the classroom?

Oxford Living Grammar enables your students to learn and practise English grammar in context. The contexts are typical everyday situations that your students themselves will experience, such as talking about their own experiences, having conversations with people they have met, talking about other people, and discussing common topics.

The syllabus is divided into 30 four-page units, which we hope will make the book ideal for study over an academic year. Units can be studied in any order, or you and your students can work through the book from beginning to end. The Over to you tasks provide freer practice and more creative review tasks.

Contents

Introduction	page iii	Questions	
Verbs and tenses		08 Questions	page 30
01 Present simple and present continuous	2	Yes/no questions; object and subject questions; tag questions	
Forms, uses, and contexts		Short questions; reply questions; statements as questions	
Frequency adverbs; state verbs			
02 Past simple and past continuous	6	Modal verbs	
Forms, uses, and contexts		09 Obligation and necessity	34
Other uses of the past continuous; <i>used to</i> ; <i>would</i>		<i>Have got to</i> and <i>have to</i> ; <i>must</i>	
03 Present perfect simple and present perfect continuous	10	Past and future forms; <i>should</i> ; <i>need</i>	
Forms, uses and contexts; time phrases		10 Permission, requests, and offers	38
Present perfect simple or present perfect continuous?		<i>Can</i> , <i>could</i> , <i>may</i> ; <i>be allowed to</i>	
04 Perfect tenses and past simple	14	<i>Could</i> , <i>would</i> and <i>shall</i>	
Past simple or present perfect; time phrases		11 Suggestions, orders, and advice	42
Past perfect		<i>Shall</i> , <i>let's</i> , <i>what about</i> , etc.	
05 The future: decisions, plans, and arrangements; predictions and timetables	18	<i>Can</i> , <i>could</i> , <i>should</i> , <i>had better</i> , etc.	
Decisions, plans, and arrangements: <i>will</i> , <i>be going to</i> , present continuous		12 Ability, possibility, and certainty	46
Predictions and timetables: <i>be going to</i> , <i>shall</i> ; other uses of <i>will</i>		<i>Can</i> , <i>could</i> , <i>be able to</i> , etc. for ability	
06 Future continuous and future perfect; present after time words	22	Modal verbs for possibility and certainty	
Future continuous and future perfect: <i>will be doing</i> , <i>will have done</i>		Verb forms and structures	
Present after time words: <i>be about to</i> and <i>be to</i> ; future in the past		13 Verb patterns	50
07 Mixed tenses	26	Infinitive or <i>-ing</i> ; change or no change in meaning	
Continuous forms		Infinitive without <i>to</i> or <i>+ -ing</i> ; verbs <i>+ that/wh-</i> clauses	
Politeness and tense choices		14 The passive	54
		<i>My car was stolen</i> , etc.	
		<i>Have/get something done</i> ; reporting verbs; <i>made to</i> , etc.	
		15 Phrasal verbs	58
		Transitive phrasal verbs	
		Intransitive phrasal verbs; meanings of particles	
		16 Prepositional verbs	62
		<i>Cope with</i> , <i>go up</i> , <i>listen to</i> , etc.	
		Three-part verbs	

17 Indirect speech	page 66	25 Adverbs	page 98
<i>He said he'd lost his keys.</i>		Formation, types, and position	
Reporting in the same tense; reporting verbs		<i>Very, really</i> , etc., comparative and superlative adverbs; adverbs in conversation	
18 Review of conditional sentences (1)	70		
Zero and first conditionals; <i>unless</i> , <i>otherwise</i> , or <i>else</i>			
Imperatives; <i>as/so long as</i> , <i>provided</i> / <i>providing (that)</i> ; <i>in case</i>			
19 Review of conditional sentences (2)	74		
Second conditional			
<i>I wish</i> and <i>if only</i> ; <i>I'd rather</i> ; <i>it's time</i>			
20 Review of conditional sentences (3)	78		
Third conditional; <i>But for ...</i> , etc.			
Mixed conditionals; <i>supposing</i> , <i>even if</i> , etc.			
Nouns, pronouns, determiners			
21 Nouns and articles	82		
Countable and uncountable nouns			
<i>A, an, the</i> or no article			
22 Possessives and pronouns	86		
's and <i>of</i> ; possessive adjectives and pronouns			
<i>Myself, yourself</i> , etc., <i>each other</i> and <i>one another</i>			
23 There, it, and indefinite pronouns	90		
<i>There</i> and <i>it</i>			
<i>Someone, anywhere</i> , etc.; <i>each, every</i> ; <i>both, either, neither</i>			
Adjectives and adverbs			
24 Adjectives	94		
Position; order; <i>-ing</i> or <i>-ed</i> ; compound adjectives			
Comparatives and superlatives; comparative structures			
		Prepositions	
		26 Prepositions	102
		Place and movement	
		Time	
		27 Verb/noun/adjective + preposition	106
		<i>Good at, crash into, apologize for</i> , etc.	
		Prepositions after nouns; <i>by, with, for</i> , etc.	
		Building sentences	
		28 Relative clauses	110
		Defining and non-defining clauses	
		<i>Whom</i> ; prepositions; <i>which, where</i> , etc. in relative clauses	
		29 Linking words	114
		<i>Because, as, since; so, therefore</i> ; <i>in order to</i> , etc.	
		<i>For</i> with <i>to</i> + verb; <i>so</i> and <i>such</i>	
		30 Contrasting ideas; participle clauses	118
		<i>Although, though, even though</i> ; <i>in spite of, despite</i> , etc.	
		<i>Having driven all day ...</i>	
		Over to you	122
		Form tables	126
		Verb tables	128
		Answer key	130
		Answer key Over to you	144
		Index	150

01

Present simple and present continuous Forms, uses, and contexts

- 1 There are two present tenses in English: the present simple and the present continuous. We form the present simple by adding **-s** to the **he/she/it** form, and using **do/does** for negatives and questions, and we form the present continuous with **be + -ing** (see page 127 for all forms and spelling changes).

Generally speaking, we use the present simple for more permanent things:

*I'm American. I **come** from New York.*

and the present continuous for temporary things:

*She's **working** abroad at the moment.*

- 2 We normally use the **present simple** for:

- facts about ourselves and the world:
*I **don't speak** Chinese. Most plants **need** plenty of water. **Does** she **eat** meat?*
- fixed routines (regular activities):
*When **do** you **get up**? I **stop** work at six.*
- feelings, thoughts, and senses:
*I **don't like** cold weather. **Do** you **know** the answer? That fish **smells** awful. **Is** it OK?*

(For full information on verbs only used in the present simple, see page 4.)

We also use it for the plots of books, films, etc.:

*Then the thief **takes out** a gun, but ...*

and instructions and directions:

*You **turn** left at the crossroads and ...*

- 3 We normally use the **present continuous** for:

- things happening at the moment of speaking:
*Your train **is leaving** right now. You'd better run!*
- things happening 'around now', but not perhaps at the moment of speaking:
*I'm **learning** Italian at an evening class.*

- changing situations ('trends'):
*More people **are shopping** online these days.*

Note that we often use words like **now, these days** (see above), **at the moment, this week, still**, etc.

We also use it for temporary routines:

*Are you **still going** to the gym on Sundays?*

and with **always** to talk about repeated actions/situations that the speaker isn't happy about:

*She's **always playing** that song!*

(See also Unit 5 for present tenses with future meaning.)

We can use both tenses to tell stories and jokes:
So I give her the present and I'm waiting for a response, when Julie opens the door and ...

Grammar in action

- 1 We use the **present simple** to talk about our lives:

*Hi, I'm Maria. I **come** from Peru.
~ It's good to meet you, Maria.
I **think** you already know my husband, Hugh. You both go to the same gym, don't you?*



- 2 We use the **present simple** to talk about the world around us:

*People **hire** the bikes in one place and then return them at another. They **normally pay** online. It works really well!*

- 3 We use the **present continuous** to describe new or temporary situations:

*We're **selling more** of our bags abroad at the moment, so some of our staff are currently working in Paris and Rome.*



A Talking about our lives

It's the first day of college. Max is going to share a house with Jade and Lucy. Complete the conversation with present simple forms of the verbs in the box.

not taste not play work love not think belong believe be not have

- MAX Hi, I'm Max. I from Wales. Have we got a kitchen in this house? I'm starving!
- JADE We've got a kitchen, Max, but I don't think we have much food. I'm Jade, by the way.

- LUCY The house¹ to Jade's parents, so try to be nice to her! My name's Lucy. I'm from Melbourne.
- MAX But you² an Australian accent. Or if you do, it's very soft.
- LUCY Well, my dad³ in London now. I suppose I'm really Anglo-Australian these days.
- JADE There's some soup in a pot, Max, if you're really hungry, but it⁴ very nice!
- MAX I⁵ soup! It's the only thing I eat some days.
- LUCY Is that a guitar in your luggage, Max? Jade, I⁶ that we have a musician in the house.
- MAX I practise for an hour every day, but I⁷ very well yet, I'm afraid.
- JADE Why don't you sing us a song? If we like it, you can have the horrible soup.

B Talking about the world around us

Here is a short article about a football stadium. Put the verbs in brackets in the correct place in each line, adding -s to them if it is necessary.

attracts

[attract] A modern football stadium such as the Reebok in Bolton often / a small city of commercial and
 [take] community activity. Apart from the matches themselves, which normally place at the weekend, and
 [house] the shops that sell souvenirs, the Reebok Stadium also a four-star hotel and conference venue. In
 [hold] addition, an exhibition hall regular events such as craft and antique fairs. Rock performers such as Elton
 [include] John and Coldplay the Reebok in their UK tours, and of course new shops and restaurants nearby
 [see] encourage visitors to spend their money as part of the day out. The fact that people football these days as a
 [help] family pastime to generate income for this type of modern stadium and its neighbourhood.

C Describing new or temporary situations

Mandy is emailing her dad, Mark, to tell him about her new job in Paris. Underline the correct forms.

✕

Hi Dad,

*I send / I'm sending*⁰ you this message from a cafe near my hotel. I don't have internet access on my laptop yet. It's a lovely day here. *I'm waiting / I wait*¹ for a friend to join me. Her name is Pilar, and she *is coming / comes*² from Spain. Normally, she *sits / is sitting*³ next to me at work. We *don't work / aren't working*⁴ today because of a problem with the heating, but *I love / I'm loving*⁵ the job. Everyone is very friendly. My company *is designing / designs*⁶ a new sports centre at the moment. It's very high-tech. The only problem is my French. *It gets / It's getting*⁷ better slowly, but everyone talks so fast! Anyway, Pilar *is waving / waves*⁸ at me now, so I'd better go!

▶

Present simple and present continuous

Frequency adverbs; state verbs

- 4 When the **present simple** is used for routines, we often add a **frequency adverb** (before the verb, but after **be**) or an expression (at the end):

She's rarely at home on a Saturday night.
We often eat out, but normally in cheap places!
I go jogging with Sue on Saturday mornings.

These adverbs include (in order of frequency): **never, seldom, hardly ever, rarely, occasionally*, sometimes*, often*, normally*, frequently, always.**

Expressions include **every day/week, etc.; once/twice/three times a week/a month, etc.**

* Note that these adverbs (and occasionally the expressions above, too) can go at the beginning:

Sometimes I wish we lived in a hot country.

5 Verbs used only in the present simple

State verbs describe states, e.g. **knowing**, rather than actions, e.g. **walking**. State verbs, in groups below, are rarely used in the present continuous.

Thoughts: **believe, doubt, know, mean, realize, recognize, suppose, understand + feel and think** when they mean 'have an opinion', and **see** when it means 'understand':

I'm feeling I feel you're wrong. BUT: I'm feeling better.
I'm seeing I see the problem. BUT: I'm seeing Mike again. = spending time with him.
I'm thinking I think it's delicious. BUT: I'm thinking about the time we spent in Italy.

Feelings: (dis)like, love, hate, prefer, want, wish:

I'm preferring I prefer this jumper, I think.

Possession: **belong, own, possess + have/have got** when they mean 'possess':

He's having He has a house in the country. BUT: We're having a break now, if you want a chat.

Senses: **hear, see, seem + smell, taste** unless you choose to smell/taste something:
It's tasting It tastes horrible. BUT: He's tasting all the cakes in the shop.

Note also how we sometimes use **can**:
I'm seeing I can see a bus in the distance.

Other verbs which are normally only used in the present simple (in groups that may help you to remember them):

1) **agree, promise, refuse, apologize:**

I promise not to do it again.

2) **depend, deserve:**

We deserve a holiday after all that hard work!

3) **contain, fit, matter, weigh:**

That coat doesn't fit me. It doesn't matter.

Note that the verb **be** has a present continuous form which we can use:

He's stupid. = always stupid

He's being stupid. = stupid at the moment.

Grammar in action

We use **frequency adverbs** to talk about our routines:

We hardly ever go to the cinema these days. We sometimes rent DVDs, but we often just watch whatever we can find on TV!



We use **state verbs** to talk about our thoughts and feelings, and the things we own:

I don't really like the seaside. I prefer mountains and lakes. Now that we have this little house in Scotland, we spend most of our weekends walking.



D Looking for a babysitter

Lily rings Kari to invite her out for a meal. In each line, one word is in the wrong place. Circle it and show where it should go.

- KARI I'd love to come, but I ^{to} find a babysitter first. I wonder need if Mike could do it!
- LILY He's ever at home on Saturdays. But perhaps Sue could hardly help.
- KARI I doubt it. She always her parents at the weekend. What about visits your brother?
- LILY He answers the phone, and normally never rings back about a week later!
- KARI I could bring Emma with me, I suppose. She often in restaurants. Do you think it will be busy sleeps?
- LILY Sometimes it busy later on, but if we gets go early, we may be OK.
- KARI Let's do that, then. If I can, I like to get out once week. It stops me going a mad!

E A blog about films

In the blog below, four of the underlined present continuous verb forms should be present simple instead. The first is corrected at the bottom. Find and correct the other three.

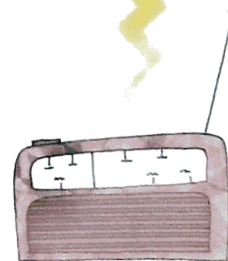
0 believes 1 2 3

I quite like sci-fi films, as long as I feel that the director is believing in the science. I mean, otherwise it's just a fantasy, isn't it? But I am hating historical movies. I suppose I've seen too many. Right now, I am thinking about the last one I saw, The English Gentleman. The story was much too obvious. Without the costumes and the scenery no one would have watched it! I prefer a good thriller. If I am not feeling well, I watch old black and white thrillers all day long. Even westerns can be quite good fun, although I am realizing that the plots always look the same. I think I'll write my own script. In the first scene, my hero is having a shower, when suddenly he is hearing a loud scream in the flat above. (More next week...!)

F A radio advert for a holiday home

Colin is listening to a radio advert. Put the verbs in the present simple or full forms of the present continuous.

... if you own⁰ (own) a beautiful apartment by the coast already, then I¹ (apologize) for wasting your time. But if you don't, and you² (listen) right now, then I³ (promise) you that we can change your life! Imagine a beautiful sunny beach with a blue sky above. You⁴ (relax) and pouring yourself a cool drink on your balcony at the end of the day. But this isn't a hotel that we⁵ (talk) about here. It's a balcony that⁶ (belong) to you, because it's part of your wonderful new apartment by the sea. You⁷ (deserve) it, don't you? Well, all you actually need is a small deposit and a sense of adventure ...



Now tick the bold verb forms that are correct and rewrite the wrong ones, using short forms.

JACKY Can I switch this rubbish off?

COLIN No, **I listen**. I'm listening⁰ It **sounds** ✓⁰ like a good offer.

JACKY **I am supposing**⁸ that advertisers need people like you.

COLIN What **are you meaning**⁹ by 'people like me'?

JACKY People who **believe**¹⁰ whatever they hear!

COLIN Listen. **We're planning**¹¹ our holidays right now, aren't we?

JACKY Yes. Normally **we are organizing**¹² our holidays at this time of year.

COLIN And we always spend ages trying to decide where to go.

JACKY **I know**¹³ that. It's part of the fun, isn't it?

COLIN But people who **are having**¹⁴ their own apartment by the sea don't need to do that, do they?

JACKY We aren't rich enough to buy one.

COLIN Perhaps. All **I'm saying**¹⁵ at the moment, though, is that we should find out the details.

JACKY All right. But could you pour us both a cool drink first?

SAM I'm sure you did! What did he say when he got to the restaurant?
 SARA He⁵ a few excuses, so I⁶, "This is going to be a successful restaurant in three days' time."
 SAM And he didn't run away?
 SARA No. He⁷ work immediately. It's all OK now.

B Describing historical events

This is a text on the Arabic scholar, Avicenna (or 'Ibn Sina'). Cross out and rewrite infinitives where they should be past simple forms. After the example, there are fourteen more.

Avicenna, the great Islamic scholar, ^{was} be born around 980 in Bukhara (now a city in Uzbekistan). At school he study medicine, law and philosophy. When he first read Aristotle's 'Metaphysics' as a teenager, he could not understand the text, so he learn it by heart. Later, he find a small book which help him to work out the meaning. At the age of 18, he qualify as a doctor. His father die when Avicenna was twenty-two. Over the next twenty years, he travel widely across modern-day Iran. During this time he continue his studies; he write many books on science, religion and philosophy; and he teach the students who come to him as his reputation grow. One of his most famous books, 'The Canon of Medicine', become the standard text in medieval universities, and remain in use for half a century after his death.

C Describing the background to past events

Paul visits a shop and gets a surprise. Six past simple verb forms in the dialogue should be past continuous. One is done for you. Find the other five and correct them.

0 I was cycling 1 2

3 4 5

PAUL You know that narrow side street near the baker's where you never see anyone? Well, I ~~cycled~~ along it when I noticed a strange little shop.
 RUBY Sorry, Paul, I missed the last part of what you said. I gave the baby some milk.
 PAUL That's OK. I said that I came across a funny little shop yesterday with a painting in the window. When I went in, the man inside didn't look up, because he cleaned a picture on a table.
 RUBY So what did you do?
 PAUL I decided to wait until he was ready. Anyway, I looked at a small painting on the wall, when he said, 'Can I help you, sir?'; so I turned round, and he seemed surprised. Then he asked me if by any chance my surname was Melrose.
 RUBY I don't understand. How did he know?
 PAUL Because he restored a painting of my grandfather on the table! I thought he joked. But he showed it to me. Do you remember that my grandfather was an actor? Well, I walked into the shop when someone was getting his portrait cleaned!

To restore a painting means to clean and repair it so that it looks as it originally did. You can also restore old buildings.

WORD
FOCUS

Past simple and past continuous

Other uses of the past continuous; *used to*; *would*

- 4 We can use the **past continuous** to suggest that an event was temporary:

She was working in a bank in those days.

or that it was happening at every moment during a period of time (often with **all day**, **all night**, etc.):

I was studying all afternoon yesterday.

We can also use it with **always** to talk about repeated actions, usually in a negative way:

You were always fighting when you were a kid.

Note that the rules on page 4 for state verbs with the present continuous also apply to the past continuous:

He was feeling felt you didn't like him.

5 **used to and would**

Used to + verb emphasizes the fact that past habits/situations are now finished:

We used to go to the cinema all the time.

Do you do any sports? ~ Well, I used to play tennis.

If you wanted to express this idea using the **past simple**, you would have to add something:

Well, I played football when I was younger.

We use it to talk about actions (such as going to the cinema or playing tennis) and also 'states':

They used to have a flat in Sorrento.

But note that we don't use it to say exactly how long something took:

I used to work in Berlin. for ten years

The question and negative forms are:

Did you use to like clubbing? ~ I still do!

I didn't use to eat olives, but I love them now.

Would + verb can be used instead of **used to**, but it is more formal, and it can't be used for states:

When we lived in North Africa, we would sleep for an hour after lunch when it was really hot.

I would used to be/was interested in trains.

6 **Used to and be/get used to**

Used to + verb is only used to talk about the past.

Be/get used to + noun or **-ing** form of a verb (= be/get become familiar with), on the other hand, can be used for present, future or past:

I'm used to living in a big city like this, but it must be new for you.

I'll never get used to really spicy food.

Compare:

In my last job I was/got used to working late.

and

In my last job I used to work late.

The grammar and emphasis are different, but the meaning is similar.

Grammar in action

- 4 We can use the **past continuous** to focus on temporary or intense periods of activity:

I was working too hard at that time.

We were decorating all day yesterday.



- 5 We often use **used to** to talk about the things we did when we were younger:

We used to play in the fields behind the house until the sun set when I was a kid.



- 6 We sometimes use **would** instead of **used to**, particularly in writing:

Merchants would use the extensive canal system to transport their goods around England.

D Trying to get in touch

Luke, an agent, rings Dan, an actor. Complete the gaps.

LUKE Dan! What were you doing⁰ all day yesterday? I was trying¹ to contact you.

DAN I was learning lines a² morning. I didn't want to be disturbed so I switched my phone off.

LUKE What about your email? I was sending³ messages all afternoon.

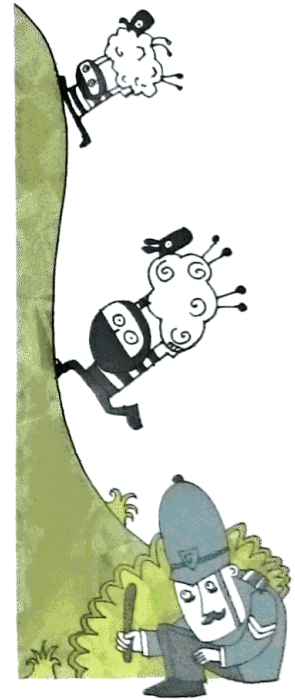
DAN Well, I was jogging⁴ from two until four. I don't take my computer when I go running. Then I was shopping⁵ for some new shirts on the High Street. You have to look smart these days, Luke.

- LUKE And w.....⁶ were you doing in the evening? I was
ri.....⁷ every hour from six till eleven.
- DAN My wife and kids w.....⁸ talking to me. They're staying in Hawaii
with my mother-in-law. What's this all about, anyway? What's the news?
- LUKE Actually Dan, I can't remember. It seemed important at the time.

E A Yorkshire policeman

Ben is interviewing Jack, a retired policeman who used to work in the countryside, but now lives in the city. Circle the correct verb forms.

- BEN What was your average day like in those times?
- JACK Well, I *am used to get up / used to get up⁰* very early. Most of the local people were farmers, so everyone got up early. I'm retired now, of course, but I can't *get used to sleep / get used to sleeping*¹ late.
- BEN And *did you use / are you use*² to visit the farms?
- JACK That's right. My colleague Geoff and I *would cycle / would to cycle*³ round the big farms and see that things were all right. We didn't use *to visiting / to visit*⁴ them every day, just twice a week.
- BEN Surely life was peaceful in those days? I mean, we're *used to hearing / to hear*⁵ about crime here in Sheffield, but things must have been quiet in Pickering?
- JACK Oh, you'd be surprised, Ben. We didn't use *have / to have*⁶ bank robbers, no, but have you heard of 'sheep rustling', when thieves steal sheep from the fields? Well, every summer we *use to hear / would hear*⁷ of farmers losing sheep. So Geoff and I *used to / were used to*⁸ hide behind bushes in the very early morning to catch the thieves when they came with their lorry!
- BEN It sounds exciting, Jack. Will you ever *get used to / used to*⁹ living in the city?
- JACK Everything changes, doesn't it? I'm happy enough.



F A camper van gets stolen

Steve emails Bill with a suggestion. Tick the bold phrases that are correct, and rewrite the incorrect ones.

✕

Hi Bill
I **looked** *was looking*⁰ through some old photos last night when I **came** ⁰ across one of you and me in Scotland. Do you remember when we used to **going** ¹ camping? It was great fun. We **ate** ² out under the stars every night. And you **were always falling** ³ into rivers! Anyway, I was having breakfast this morning when I **was thinking** ⁴, 'why don't we try that again?' We could take Sandy and Becky, and with our tent and your camper van, things would be great. What do you think?

Hi Steve
Great idea, but bad news, I'm afraid. Someone broke into the garage and **stealed** ⁵ our camper van, when Sandy and I **ate out** ⁶ on Saturday night. Our neighbour Tom heard a noise. While he **came** ⁷ down the stairs to take a look, he fell over and broke his leg. So we **were enjoying** ⁸ ourselves, and at the same time everything was going wrong back at the house! When we got home, an ambulance **was just leaving** ⁹ with Tom inside and the garage was empty. So no trip to Scotland, I'm afraid!

▶

03

Present perfect simple and present perfect continuous Forms, uses, and contexts; time phrases

1 We use the **present perfect simple and continuous** to talk about events in the past that are still 'open' (connected to the present):
I've lost my keys. (they're still lost now)
Have you been swimming? (your hair is wet now)

2 We form the **present perfect simple** with **have/has + past participle**:
They've arrived. He hasn't left. Have you eaten?

The passive form (**have/has been + past participle**) is also quite common:

We've just been offered a lift home.

And we form the **present perfect continuous** with **have/has been + -ing form**:

I've been jogging. She hasn't been working. Have you been sleeping?

3 When we use the **present perfect simple** the fact that something has been completed is often more important than the time/date. Sometimes events are quite recent:

I've passed my exam! Isn't that fantastic? Have you finished your essay? Steve hasn't phoned back.

We often use the words **just, already** and **yet**, or expressions such as **today/this week/recently**, etc.:

Have you eaten yet, because I've just made a big pizza? ~ Thanks, but I've already had a sandwich. Do you know if we've been paid this month?

At other times, we talk about longer open periods 'up to now', including our whole lives - often using **ever, never** and **before**:

*Have you ever been to South America?
Wow! I've never seen such a beautiful sunset!
We've met before, haven't we?*

Note 1) how we use **for** and **since**:

*I haven't been back to France for twenty years.
She's been sick since Monday, I think.
We've lived in this house since 1965.*

and 2) that we sometimes talk about things happening more than once:

*I've done three presentations in the past week.
How often have you worked with Sheila?*

4 We also use the present perfect simple after **It's/Is it/ This/That is the first time/meal**, etc.:

This is the third match they've lost in a row!

Grammar in action

1 We can use the **present perfect simple** to talk about things we've done recently:

Have you been to the supermarket yet? ~ No, I've just got back from work. I've had a really hard day. Has Mick left a message for me?

2 We also use the **present perfect simple** to talk about our experience in life:

*I've travelled all over the world on holiday, but I've never actually worked abroad.
Tom has been a lawyer for twenty years.*



3 We often use the **present perfect simple** to give personal and national/international news:

*We've just bought our first flat!
There has been a fire in an office block in central Birmingham today.*



A Things we've done recently

Bob and Rita run a hotel. A group of walkers is going to arrive at the weekend. Bob rings Rita. Put present perfect simple short forms of the verbs in brackets in the gaps.

- BOB Rita, it's Bob here. *Have you finished* ⁰ (you / finish) in the supermarket?
RITA ¹ (I / just / pay) for our stuff, but ² (I / not / leave / yet). Why?
BOB Well, ³ (we / run out of) toilet rolls. ⁴ (you / buy) some?
RITA Of course. What about you? ⁵ (you / clean) the bathrooms and washed the sheets?
BOB ⁶ (I / not / wash) the sheets, but I've cleaned the bathrooms. I'll put the washing on in a minute.

RITA OK, but remember that⁷ (I / already / do) the duvet covers.
 BOB That's fine. Drive safely. Don't break the eggs!

B Describing experience

Glenda Stevens is interviewing Joe Astley for a job with a travel company. Complete their conversation with *before, ever, never, since*, or a past participle form of these verbs:

be hold apply deal travel injure

GLEENDA I know you've worked in Italy and Spain, Mr Astley, but have you ever *dealt*⁰ with any really serious customer problems?
 JOE Well, as you know, I've been a senior rep* for Carstairs Holidays¹ 2008. In that time I've helped clients who have² themselves in water sports activities, for example.
 GLEENDA Well, that's useful. I notice from your CV that although you've³ a number of posts in Europe, you've⁴ done any work in Asia or the Far East. Is that correct?
 JOE That's right. I haven't worked outside the EU⁵. But I have⁶ pretty extensively in Asia. I spent my gap year in China.
 GLEENDA OK. Now, you've⁷ a rep abroad for six years, but have you⁸ been employed in a UK office environment?
 JOE No, I haven't. I've only had summer jobs in the UK. This is the first time I've⁹ for job based in England. But I feel ready for that now.

A rep or representative works for a company and sells their products.

WORD FOCUS

C Personal and national news

Amber gets home from work. Add *haven't, you, 's, has, had, have* to the first part of the conversation.

TOBY Is that you, Amber? I've just made some tea. Have you / a good day? *had*
 AMBER Well, it been an interesting day. What are you watching?
 TOBY The TV news. Have heard about the floods in Wales?
 AMBER No. What's happened?
 TOBY They given us the full story yet, but you can see the pictures.
 AMBER The river broken its banks, hasn't it?
 TOBY That's right. The emergency services arrived now, but there isn't much they can do. Why was your day interesting, anyway?

Now add these verbs in the correct form:

lose place ask ruin give

AMBER Well, I've had some good news, actually. You know my boss is pregnant, don't you? Well, she's me to take over the shop while she's on maternity leave.
 TOBY That's fantastic! Has she you a pay rise?
 AMBER Of course. And she's an advertisement for a temporary assistant for me. Oh dear. What's happening to that woman?
 TOBY They haven't said. I think she's her things in the flood.
 AMBER You mean the water's her carpets and furniture?
 TOBY I suppose so. Shall I switch it off? At least you've had some good news.

Present perfect simple and present perfect continuous

Present perfect simple or present perfect continuous?

5 The **present perfect simple** often suggests that something is completed, so there is a result:
I've written a novel. I'm trying to get it published now.

The **continuous** form, on the other hand, tends to highlight:

1) the length of the activity (completed or not):

I've been writing a novel since January.

She's been revising all week long.

How long have you been learning the guitar?

He's been getting up early recently, hasn't he?

2) the effects the activity has had:

I'm exhausted. I've been writing ~~I've written~~ my novel all day.

I'm sorry about my dirty clothes. I've been working ~~I've worked~~ on the car.

Have you been eating ~~Have you eaten~~ properly? You look very thin.

Compare:

1) *What have you been doing today?* (= what kinds of things?)

~ *Nothing much. I've just been reading the papers.*

2) *What have you done today?* (= what things have you 'achieved'?)

~ *I've read the financial report.* (= finished it)

6 We don't normally use the continuous form:

- for actions completed at a single point in time:
Have you ~~been finishing~~ finished working on the computer?

I called them but the police haven't ~~been arriving~~ arrived yet.

- to say exactly how often something has happened:
He's ~~been complaining~~ He's complained about the weather three times today.
- for state verbs (see page 4):
It's ~~been belonging~~ belonged to my family for generations.

With the verbs **live** and **work** there is often no difference in meaning between the two forms:
He's ~~been working~~/worked here for years!
I've ~~been living~~/lived in Scotland all my life.

Grammar in action

4 We use the **present perfect continuous**, rather than the simple form, to talk about how long something has been going on for:

I've been phoning Rob all day. Do you have any idea what he's been doing?

~ *Sure. He's been running around London, trying to finish all the arrangements for tonight's show.*



and to describe its effects:

You're covered in oil! What have you been doing?~

I've been trying to repair that old bicycle of yours.

You'll need it next week if there's a train strike.

D Living in the jungle

Kenny has been living in the jungle for a TV show. Put the verb forms in the box into his blog in the present perfect continuous.

you eat Carlos help Hive the fish not come I read I build he not do try

I've been living...⁰ in the jungle for three weeks now. I feel terrible. Today¹ to light a fire for about six hours. But I'm useless. I'm just not patient enough. The same is true for my 'house'.....² it for two weeks, but I still get wet when it rains! In the evenings³ (by torchlight) about the native people who live in these parts. They're fantastic. They know all about the fruits and animals and plants. Anyway,⁴ me a bit twice a week. He lives in a nearby village. (The TV company allows that, by the way.)⁵ things for me, of course, but he's been teaching me the 'ways of the jungle'. Paige, my girlfriend, phoned me last night (I'm allowed one call a week!) She said, '.....⁶ your fruit and vegetables?' What a joke! I can't get any meat anyway, can I? I've been fishing, of course, in the local river, but⁷ to Kenny, I'm afraid!

E Return of the parents

Kate has been looking after her younger brother and sister while their parents are away. Five present perfect simple verb forms should be continuous forms. One has been corrected. Find and correct the other four.

- KATE Have you seen Jodie anywhere? I've rung her from the office all afternoon.
been ringing.
- TED She's lost her phone, I think. Anyway, she's done something in the bathroom for the past two hours. Why don't you give her a shout?
- KATE Jodie! Have you finished in the bathroom yet?
- JODIE I'll be down in a minute! I've got something to show you!
- KATE Dad has phoned me twice today. He thinks they'll be back today rather than tomorrow.
- TED That's OK. I've tidied the house all day. The place looks OK, I think.
- KATE Except that you've broken two plates in the kitchen.
- TED OK, OK. There's no need to get angry. You look a bit tired, actually, Kate.
- KATE It's not surprising, is it? I've worried about you two!
- TED And you've loved every minute, haven't you?
- JODIE (entering the room) Hi, Kate! Have you have a nice day at the office?
- KATE Jodie! Why are your hands red, and why have you got a towel on your head? What have you done in the bathroom all this time?
- JODIE Nothing, Kate. I just thought it would be nice to try a new hair colour. Do you think Mum will mind?



F Interview with a Japanese pianist

Amir is interviewing a pianist before she plays her first concert in New Zealand. Complete the conversation with single words or short forms.

- AMIR How l ong h ave you been p.laying ⁰ the piano, Miss Watanabe?
- MIKI Please call me Miki. I've b een pl aying s ince ¹ I was four. In fact, my father h ad b rought for me ² me to play for twenty years now! No, I'm joking. He recognized that I had some talent and he encouraged me. I'm grateful.
- AMIR And y ou per form ³ all over the world, haven't you?
- MIKI Sure. Most countries. But this is the first time I played ⁴ in New Zealand. I'm really excited!
- AMIR Y ou d id ⁵ three concerts already, haven't you? And the big one is tomorrow, isn't it? You're going to play for the Prime Minister?
- MIKI Don't worry! I've b ecome ge tter ⁶ better every time! I haven't had too many complaints yet!
- AMIR I'm sure y ou h ave ⁷ to do. Tell me, how much practice do you have to do?
- MIKI I'd better be careful here, because my father h as b een li ving ⁸ to this interview next door!
- AMIR Well, I'm sure he's proud of you.
- MIKI Not today! I've b een pr actising ⁹ all afternoon, but I didn't get up until eleven this morning! I'm in big trouble!
- AMIR I hope not. Look, could our photographer take some photos now? Maybe your father could join us?

04

Perfect tenses and past simple

Past simple or present perfect; time phrases

- 1 The past simple and present perfect both refer to the past, but with the **past simple**, the situation is 'closed' (time period finished; time of event often stated), and with the **present perfect** it remains 'open' (time up to now; time of event often not important). For example, both of these sentences refer to a past decision:

Greg: *I **decided** to learn Chinese in 2003.*

Jane: *I've **decided** to learn Chinese.*

But Greg's decision (past simple) is closed: it happened in 2003. Jane's decision (present perfect), on the other hand, is open: it tells us something about her life now.

- 2 Sometimes we use verbs in these tenses on their own:
(girl doing her homework) *I've **finished**!*
(end of a story) ... *and then we **ran away**!*

But often we use **time or place expressions** around them to 'close' the past: *I **bought** it **ten years ago**.*

or leave it 'open': *I **haven't eaten yet**.*

- Expressions that we typically use with the **past simple** are: **yesterday, last week, the last time, ago, in March, etc., in 2008, etc., when:**

***When** was the last time you saw him?*

*I met her in India **in the summer of 2005**.*

- Expressions with the **present perfect** include: **yet, already, so far, since:**

*She's **already** left. He **hasn't said anything so far**.*

- Expressions we use with both tenses: **ever, never, for, still, today, this morning, etc., this week, etc.:**

*Have you **ever** been to Peru? (open, up to now)*

*Did you **ever** go abroad when you were a child?*

(closed, because you're no longer a child.)

*I've **never** eaten octopus. (open, up to now)*

*We **never** went skiing when we lived in Austria.*

(closed, because we no longer live in Austria.)

*I **haven't played tennis for a long time**.* (open)

*We **stayed in Cairo for a week**.* (closed)

*I **still haven't emailed Tony**.* (open)

*I **ran back and my wallet was still** on the cafe table!*

(closed: story took place some time ago)

*Did you enjoy yourself **today**?* (closed, because the speaker feels that the day is nearly over)

We sometimes introduce something new in the **present perfect**, and then continue in the **past simple**:

*I've **found a great restaurant**. I ate there yesterday.*

Grammar in action

- 1 We can use **both tenses** for recent events:

*I **spoke** to Jo **ten minutes ago**.* (closed)

~ *She's **got back from Paris, then**?* (open)

- 2 We can use **both tenses** to give information:

*The Titanic **sank in 1912**.* (closed)

*London **has elected its own***

*Mayor **since 2000**.* (open)

- 3 We can use the **past simple or present perfect** to talk about ourselves:

*We **sailed around Greece last year**.* (closed)

*I've **found a new job**!* (open)



A Recent events

Ellie rings her husband, Tom. Underline the correct verb forms.

ELLIE Ron, has Tom / did Tom⁰ come back from lunch yet? I have rung / rang¹ a moment ago, and he wasn't there, so I thought I would try you.

RON I'm sorry. I haven't seen / didn't see² him since twelve. (Tom enters) Wait a moment. He's here now.

ELLIE (as Tom takes the call) Tom? Did you lock / Have you locked³ the back door when you left this morning?

TOM Hi, Ellie. I can't remember. I think so. Why?

ELLIE Well, the police just phoned / have just phoned⁴ me at work. Someone has broken into the house. A neighbour saw them in the garden at about eleven, and she has called / called⁵ the police.

TOM Oh no. How did they get in? Was it the back door?

- ELLIE I haven't spoken to the police in detail yet. It seems they *arrested/have arrested*⁶ two men this afternoon. One of them had my passport in his pocket.
- TOM This is the third time *there was/there's been*⁷ a robbery on our street this year.
- ELLIE I know. Anyway, I *spoke/have spoken*⁸ to my boss after the call from the police. She says I can go home to clear up the mess.
- TOM OK. I *haven't picked/didn't pick*⁹ up the tickets yet for my flight to Brazil next week, so I'll do that and then make my way home. See you there.

B Giving information

In this short article on Shetland there are seven present perfect verb forms which should be past simple. One has been corrected already. Find and correct the other six.

I visited

I have visited/the beautiful Shetland isles for the first time in 1990. The islands themselves have had a long and dramatic history. Shetland has been inhabited since 3400 BC, and over the centuries it has suffered conflict and sharp rises and falls in the economy. In the early 1970s, its story has changed again, when prospectors have discovered oil there. Sullom Voe, the UK's largest oil export harbour, has opened in 1978, and since then thousands of Shetlanders have found employment in the oil industry. A number of films have been made about Shetland, one of the earliest being 'The Edge of the World', which Michael Powell has directed in 1936. The poet Hugh MacDiarmid has lived on the island of Whalsay from 1935 to 1942, and has written many poems about the Shetland landscape while he was there. More recently, Anne Cleeves has written a series of detective novels based on the islands.



Prospectors are employed to find new sources of oil.

WORD
FOCUS

C Talking about ourselves

Adam is talking to Libby, a work colleague. Put the verbs in the past simple or present perfect tense.

- ADAM I know *you've travelled*⁰ (you / travel) a lot, Libby, but¹ (you / ever / be) to Oman?
- LIBBY Yes I have, actually.² (I / go) there in 2004 on business. A local company wanted us to design a small factory in Salalah, on the coast. It's a wonderful place.³ (I / never / see) so many beautiful birds in my life! In fact, I've been back several times on holiday.
- ADAM Really? And what about the factory?⁴ (you / finish) the plans when you were there?
- LIBBY Oh yes.⁵ (we / work) with local architects for six weeks. They completed the building a year later. Since then,⁶ (it / become) a kind of model for small cooperative projects in the region.
- ADAM And⁷ (you / make) some Omani friends over the years?
- LIBBY It's funny you should ask.⁸ (I / meet) a guy called Burhan there two years ago, and he's just asked me to marry him!

Perfect tenses and past simple

Past perfect

- 3** We form the **past perfect simple** with **had + past participle**:

*They **had**/They'd finished. I **hadn't** decided.
Had she gone?*

and we form the **past perfect continuous** with **had been + -ing** form:

*He **had**/He'd been listening... You **hadn't** been reading. Had they been driving?*

- 4** We use the **past perfect simple** for events that happened earlier than the 'main' past:

*I **couldn't** drive home (main past) because I **had left** (earlier) my keys at Mark's place.*

*When we arrived at the cinema, the film **had already started**, so we missed the beginning.*

Quite often we use **just**, **already**, **ever** and **never**:

*Maggie **had already/just** left when Jo got to the meeting, so they didn't get a chance to talk.*

- 5** We also use the **past perfect simple**:

- after past forms of **say**, **think**, **tell** and **wonder**:
*I **thought** I **had locked** the door, but perhaps I forgot?*
- in past situations where plans did not succeed:
*I **had hoped** to get a bus, but I was too late.*
- in conditional sentences (see Unit 20):
*If you **had come** earlier, we **could have gone** to the party together.*

- 6** We use the **past perfect continuous** in the same way we use the present perfect continuous (see page 10) – to highlight the length and effects of an activity:

*I got a headache, because I **had been using** ~~Had used~~ the computer most of the day.*

Note: as with all continuous forms, we don't normally use state verbs:

~~I had been thinking~~ I had thought that I understood the problem, but I was wrong.

Grammar in action

- 4** We use the **past perfect simple** to describe events that took place before the 'main' past:
*We rushed to the station, but the train **had already left**.*



- 5** We also use the **past perfect simple** when we're reporting speech:
*Are you still at work? Geoff said everyone **had gone** home.*

and when we talk about plans that didn't succeed:
*We **had wanted** to stay a few days longer, but we **had** to get home.*

- 6** We use the **past perfect continuous** to highlight the length and effects of an activity. Here we're talking about being tired after working on the house:



*I **had been decorating** all day, so when Katy rang from Hong Kong, I didn't really feel like a long conversation.*

D A strange noise in the garden

Read Dan's story about the last day he spent in a house he was renting. If the verb forms in bold are correct, put a tick. If they're wrong, cross them out and rewrite them.

It was the strangest day that I spent in the house. Just after ten in the morning I **had heard** ~~heard~~⁰ a sound in the garden. I **had gone** ~~✓~~⁰ to bed late the night before, so I had only just got up. I **had been making** ~~✓~~¹ myself some breakfast when I heard a child laughing. I went out to see what **happened** ~~✓~~². I noticed immediately that the garden gate, leading into the woods, was open, so I **made** ~~✓~~³ my way quickly down the garden, and then into the trees. It was only when I stopped for a moment under a large oak, and felt my heart, that I realized I **had run** ~~✓~~⁴. I looked around, but there **was** ~~✓~~⁵ nothing there. After a few minutes I remembered that I **didn't lock** ~~✓~~⁶ the back door, so I returned as quickly as I could. When I got back I saw that someone **knocked** ~~✓~~⁷ over my cup of coffee, and next to it was a note, saying 'I'll be back tonight.'

E Christmas story

Kevin should have taken presents and food to his mother's house on Christmas Eve. Now he's emailing his sister on Christmas morning. Complete the text with these phrases:

had wanted to had left had closed had been working
had bought had hoped had managed

X

Hi Rebecca

I had hoped⁰ to reach you by phone, but I can't get through. Anyway, I got to Mum's last night with nothing to give her, so as you can imagine, I'm in trouble. I¹ until quite late, but I thought I² enough time to get to the shops. You said you³ to find some nice presents at Ashby's so I went there first, but it had shut. Then I walked along Brompton Street to the supermarket, but when I got there this man outside told me they⁴ too. I⁵ pick up Mum's turkey, of course. I could see shoppers inside, so I argued for a bit but it was no use. So I just wondered perhaps if you⁶ some extra food or presents for the family? If so, could you possibly bring them later when you come over to Mum's? Otherwise, it won't be much fun here, I'm afraid. Love, Kevin

Waiting for teapots

It's Monday morning in the sales office of the Best China Company. Put the verbs in the present perfect, past simple, past perfect or past perfect continuous tenses. Use short forms.

- GILL Did you have⁰ (you / have) a good weekend, Pat?
- PAT Not really, Gill. My wife and I had some tickets for that new musical, 'My Pet Giraffe', but when we got to the theatre,¹ (the show / start), and they didn't let us in. What about you?
- GILL Well, my daughter invited me over for dinner on Saturday night, but I fell asleep at six because² (I / plant) roses in the garden all afternoon. I didn't wake up until eleven.
- PAT Missed opportunities! Anyway,³ (you / have) a chance to look at this new order yet?
- GILL Not yet. When⁴ (it / arrive)?
- PAT It came in by fax about an hour ago from Frobisher's Hotel in Glasgow.
- GILL Frobisher's? I thought⁵ (they / stop) trading.
- PAT No. They were bought by the Maxwell chain last March. They're still in business, and⁶ (they / just / ask) us for four hundred teapots by tomorrow.
- GILL Well, I spoke to Geoff in the stock room about an hour ago.⁷ (they / hope) for a new supply from the factory this morning, but it didn't arrive.
- PAT⁸ (he / ring) the factory yet?
- GILL Yes. They said that a small fire yesterday had delayed production by a few hours.
- PAT Again?⁹ (they / have) a fire there two months ago.
- GILL Well, let's hope we get the teapots this afternoon, otherwise there'll be another missed opportunity.

05 The future: decisions, plans, and arrangements

Will, be going to, present continuous

- 1 English verbs don't have a future form in the way that they have a present or past simple form. Instead we use **be going to**, **will** and **present tenses** to talk about the future:

I'm going to have a walk. I need some fresh air.

I'm sure he won't fail. He's worked so hard.

Are you staying overnight at Beth's tomorrow?

The form we choose depends on meaning and context.

2 Decisions/plans/arrangements

To make **immediate decisions**, we normally use the short form of **will**:

Is that someone at the door? ~ Yes. I'll go. I'm going to go.

You left the front door open. ~ Sorry. I won't do it again.

To talk about **plans/decisions** that have already been made, we normally use **be going to**:

Mandy's going to sell her flat. Mandy will sell her flat.

You're not going to leave now, are you?

Note: **be going to** has two negative short forms:

He/she/it isn't going OR 's not going and **You/we/they aren't going OR 're not going** – and you can use it with **go**:

She's (not) going to go home on Sunday.

To talk about plans/decisions that have already been made and where time and place have been fixed, tickets bought, etc. (**arrangements**), we prefer to use the **present continuous**:

I'm flying to New York on Thursday, so we can't meet then. (I'm going to fly to New York.)

Are you doing anything this evening? (= Have you made any arrangements?) Because if you aren't, we could go out for a meal.

Note that we very often use an expression of time (**on Thursday, this evening**, etc.) with the 'present continuous for future'.

Grammar in action

- 1 We use **will** for the future when we make immediate decisions. We might be at work:
(phone rings) *I'll get that.*
We've run out of water. ~ Don't worry. I'll order some more.

- 2 We use **going to** for plans we've already made. Here Amy is talking about her study plans:



I'm going to take a year off after school. Then I'm going to study History at university.

- 3 We often use the **present continuous** for future events that have already been arranged. Joel is talking about his weekend:



I'm attending a one-day seminar on Saturday, and then on Sunday I'm travelling to Bristol for the opening of one of our new cinemas.

A Making immediate decisions

Andy and Abby work at Edinburgh Tours. Put the words in brackets in the right order. Use punctuation as necessary.

ANDY (reading his email) We've got a problem, Abby. The Russian tour group are going to arrive a week early. We'll need to contact ⁰ (to / need / we'll / contact) our guides right now, and see if they're available.

ABBY OK. ¹ (away / Reg / ring / straight / I'll). He might be able to offer them a sightseeing tour on their first day. Oh, and ² (Greg / tell / you / will) about this? He ought to know.

ANDY Greg is taking the train to Glasgow today. He isn't coming in to work, ³ (him / but / text / I'll).

- ABBY Great. Of course,⁴ (able / won't / contact / I / be / to) Martin about the hotel bookings because he's on leave until tomorrow.
- ANDY I've just had an idea!⁵ (a / invite / to / group / we'll / the) barbecue at my place on the first Sunday evening. There's only twelve of them, isn't there?⁶ (our / I'll / colleagues / ask) and the tour guides to come, too.
- ABBY That's a nice idea. We'd better get to work.⁷ (some / get / us / I'll) coffee. Do you want a croissant?
- ANDY⁸ (doughnut / have / a / I'll) please, Abby. I need the extra energy, don't I?

B Talking about the plans we've made

Nadia and Param explain the plans for the first Chennai International Film Festival to a group of journalists. After the example, put / to show where *going to* should be eight more times.

- NADIA Welcome to you all! Today, Param and I are / tell you about our plans for the Chennai International Film Festival. To start with, we're build the main cinema by the beach. And then, next to it, there's be a luxury hotel with a helipad.
- PARAM And we're have a TV studio just down the road, where we can do interviews with directors and stars. All of these buildings will be designed by the world's leading architects. In fact, Prem Nath is flying in from Delhi this afternoon to begin work on some of the designs.
- NADIA Thanks, Param. Now, ladies and gentlemen, if you look inland, you will see some green space. This is where we're create a rather beautiful park. This is where actors, writers and visitors to the festival will be able to talk and relax and exchange ideas. It's be a calm place where our guests will have time to think.
- PARAM Is that Steve from the Chicago Times? We'll take your question now, Steve.
- STEVE Thanks. Nadia, are you give prizes to the best films? Will there be Chennai Oscars?
- NADIA I don't know, Steve. We aren't compete with Hollywood. It's be a different kind of festival. I think you'll all be impressed as things develop.

C Future arrangements

Tod and Eloise run an online company. Complete the conversation with present continuous short forms of the verb phrases in the box.

I / play I / meet you / talk you / do you / do anything I / give
I / fly back we / move I / not do

- TOD Have you remembered that we're moving⁰ offices on Monday, so we need to meet this weekend? What¹ on Friday night?
- ELOISE² from Tucson. But you're right. We need to talk face to face about the business.³ on Saturday morning?
- TOD Yep.⁴ one of our lawyers, Carl Brooks, for brunch. But⁵ anything afterwards. Shall we meet in the early afternoon?
- ELOISE No good for me, I'm afraid.⁶ golf with someone who could invest some serious money in the company. What about Saturday night?
- TOD It depends a bit on my family. It should be OK. I can't do Sunday.⁷ a presentation at a conference in Salt Lake City.
- ELOISE What⁸ about?
- TOD 'Time management', I think.

The future: predictions and timetables

Be going to, shall; other uses of will

3 Predictions

To make predictions, where there are signs around us in the present, we use **be going to**:

*Look at the sky. It's **going to pour** in a moment.
I can't see a taxi anywhere. We're **not going to get to** the theatre on time, are we?
Jamie **is going to fall over** if he isn't careful.*

To make other predictions, often based on our knowledge about things, we use

1) will on its own:

*Diana **will do** a great job for you. She's a brilliant dressmaker.
Will she **get enough** votes to win this time?
You'll **never persuade** Dave to leave London.*

But note that we can use **be going to** in all the examples above (e.g. **Diana is going to do ...**) to give greater emphasis to the action.

2) will after the verbs like doubt, expect, hope, suppose, think:

*I **doubt** (that) she'll be here before six.
We **hope** (that) you'll have time to visit us.
That was a great book. Do you **think** (that) they'll make a film out of it?*

3) will with maybe, probably, certainly, definitely

*I'll **probably** get lost. I'm useless with maps.
After you've done the computer course you **certainly** won't need me.*

4 Timetables

To talk about timetables, schedules, calendars, etc., we can use the **present simple**:

*When does your plane **leave** this afternoon?
Is Christmas Day on a Monday this year?
My presentation **doesn't finish** until 7.30 p.m.*

5 Other uses of will

- for facts about the future:
*You'll **have** twenty seconds to enter the code before the alarm rings.
The new law **will take effect** next year.*
- for offers, requests (see Unit 10) and promises:
*I'll **send** you a copy by email tomorrow.*
- in conditional sentences (see Unit 18)

Note that we regularly use **Shall I/we...?** for suggestions and offers (see Unit 11), but it is much less common these days as an emphatic future:

*I'm sure we **shall win**. (more often 'we will win/we win')
I **shan't help** him again. (more often 'I won't/I'm not going to help...')*

Grammar in action

- 4 We use **going to** to make predictions based on evidence around us at the moment. Here we're in a restaurant:

*Mike is standing up. Is he **going to** make a speech?
No, he looks upset. I think he's **going to** leave.*

- 5 We use **will** to make predictions based on our knowledge about things. We might be talking about a student's future:

*Louise **will definitely** do well at college.
I think she'll **set up** her own business afterwards.*

- 6 We use the **present simple** for the future in timetables and schedules. Here we're looking at a conference programme:

*Dinner **is at** eight. Then we **leave** by taxi for the hotel.
The first talk in the morning **starts at** nine.*



D Protest march

Two British tourists are watching a student protest march in Paris from their hotel balcony. Circle the right verb tense.

- ALICE I expect that the students will stop *are stopping*⁰ in a moment to listen to speeches and so on.
- DAISY Perhaps. The police *are probably trying* / *will probably try*¹ to keep them in that square when they get there.
- ALICE Wait a moment. That young woman at the front *is going to* / *will*² throw something, isn't she?
- DAISY No. She's just raising her arm. But look, the police *will* / *are going to*³ form a barrier.

- ALICE I doubt *they're succeeding / they'll succeed*⁴. Some of the students are already pushing past them.
- DAISY That policeman's horse is raising its front legs. *He will / He's going to*⁵ charge!
- ALICE Are you sure? I think the horse is just frightened. Anyway, the police are moving backwards towards the bridge. *They're going to / They will*⁶ retreat.
- DAISY It looks like it. *They're probably letting / They'll probably let*⁷ the students cross the bridge in a few minutes. I don't think they want a battle.

E Water crisis

Roger Pearce is giving a short talk on the radio. Complete the text with the phrases in the box.

you will switch off it will be we will certainly see we're going to run out of
 you will give what are we going to do they will disappear it probably won't be

I hope that *you will give*⁰ me a minute of your time. I'm going to talk about water. I know that¹ the first thing you think about when you get up tomorrow morning, but I hope that² something that you find time to reflect on in the months and years ahead. Because, quite simply, in some parts of the world,³ this precious, life-giving liquid. Unless we take action, you see, the Himalayan glaciers that supply Asia's biggest rivers won't just suffer,⁴. I doubt if this will happen in our lifetime, but what⁵ in the coming decade is a rise in the number of people who do not have access to clean drinking water in countries as diverse as the Sudan, Iran and Venezuela. So⁶ about it? Well, next week's conference in Hanoi is a small start. So when you hear reports from people attending it, I hope⁷ your taps and not your radios.



F Media conference

Gemma and Leo are deciding what talk to attend at a conference. Take one unnecessary word from the lines marked (-) and add it to the line above marked (+).

- GEMMA (+) There's so much choice! I'm going / have a good look through the programme before I decide which talks to attend. to
- LEO (-) Good idea. I'll to join you. We've got plenty of time.
- GEMMA (+) Yuka Takahashi giving the keynote talk this afternoon on 'The Future of Television'. What do you think about that?
- LEO (-) I think is she's going to repeat the things she's said in her book. The discussion on 'New Media' might be better.
- GEMMA (+) When that start? I suppose we'll have to choose between them.
- LEO (-) I'm afraid so. This isn't going to be easy, does is it?
- GEMMA (+) I know! We'll to different events, and then we'll tell each other about them.
- LEO (-) OK. But remember that Chris is go meeting us at seven o'clock.
- GEMMA (+) Is going to take us to dinner?
- LEO (-) I hope so, but that's in six hours' time. I'll get he us some sandwiches, shall I?
- GEMMA (+) OK. We'll probably a bottle of water for the afternoon as well.
- LEO (-) Look at the queue! It's going to take all day just to need get a sandwich.
- GEMMA (+) I don't think it do, actually. Isn't that Chris near the front of the queue? I'll text him, and ask him to pick up some things for us.
- LEO (-) Fine, but will tell him I'll pay, particularly if he's taking us out tonight.

06

Future continuous and future perfect Will be doing, will have done

1 Here is an example of the **future continuous**:
I'll probably be walking the dog at that time, so why don't you give me a ring on my mobile?

and the **future perfect**:
I'm sorry, but I won't have finished the report by Friday. Can you give me till Monday?

2 We form the **future continuous** like this:

will/'ll be + verb + -ing: *she'll be working late*
will not/won't be + verb + -ing: *she won't be working late*
will ... be + verb + -ing?: *Will she be working late?*

We use it to emphasize what we'll be doing at a specific time in the future:
Just think: this time next week we'll be eating sushi in Tokyo! ~ I know. It's really exciting.
Silvano won't be coming to the UK this summer.
Will Tommy be starting school in the autumn?

Often it's linked to other things we can/can't do:
I'll be passing the baker's so I can get you a croissant.
You'd better ring early. I'll be working later.

3 We form the **future perfect** like this:

will/'ll have + past participle: *he'll have gone*
will not/won't have + past participle: *he won't have gone*
will ... have + past participle?: *Will he have gone?*

We use it to say that something will be done before a specific time in the future:
I'm sure he'll have left that job by the end of the year.
She won't have arrived by the time we leave.

We can emphasize how long something will have lasted by using the **future perfect continuous**:
They'll have been walking for almost twelve hours by the time they get back to the campsite.

4 Sometimes we use these tenses to talk about a **present situation**:
There's no point in visiting Sue now. It's Sunday afternoon. She'll be playing golf.
We can keep some food, but I think she'll have eaten by now.

Grammar in action

1 We use the **future continuous** to emphasize what we'll be doing at a particular time in the future. Often we're on holiday/flying/travelling locally:
I'll be going past the dry cleaner's, so I can pick up your clothes.
This time next week we'll be lying by a swimming pool!



2 We use the **future perfect** to say what we'll have done by a particular time in the future. Here we're talking about home improvements:
We'll have built the patio by May, and we'll have finished the whole garden by the summer.

3 We use both these tenses to talk about what friends/colleagues are probably doing:
I'm sure Milly will have left by now. It's two o'clock. Tom will be walking the dog.



A Saying what we'll be doing at a particular point in the future

Veronica is emailing Steve, her assistant. Complete the text with future continuous forms of the verbs in the box.

we travel you go I take I leave she give I not arrive

I've arrived at Beijing airport. I'll be taking⁰ the subway into the city centre in a moment, so you won't be able to contact me. I'd like you to liaise with Li-Hua in Beijing and Phil in Perth to set up a video conference. _____¹ at the Beijing office until about 2 p.m., so it would need to be after that. It's also really important that you arrange a time for me to talk to Nicole in Seattle. _____² her launch presentation at 5 p.m. Seattle time, and I need to have a word before that. I think we need to talk too, Steve. I'm eight hours ahead of you, so when _____³ to bed? Remember that Li-Hua and _____⁴ for Shenyang tomorrow afternoon. _____⁵ north about 3 p.m. local time.

B Saying what we'll have done by a particular point in the future

Rose is talking to her friend Jess at Jess's house. Add positive, negative or question forms of the future perfect using the words in the brackets.

- ROSE I don't know how you can cope with all of this mess.
JESS Well, we'll have completed⁰ the conservatory by this time next week. (we / complete)
ROSE But¹ the kitchen extension by then, will you? (you / finish)
JESS No, we won't. But at least² the roof on it to keep the rain out. (the builders / put)
ROSE How are Matt and Jack?
JESS Matt's fine. He's been promoted. And you know that³ of his room by August? (Jack / move out)
ROSE To go to college? Yes, I think I knew that. So you'll have some more space?
JESS Didn't I tell you?⁴ her house by September. Matt is converting the attic into a granny flat for her to live in. (My mum / sell)
ROSE More mess! But⁵ it by September? It seems a bit quick, even for Matt! (he / do)
JESS We'll see. Are you hungry? I can't get into the kitchen, but I can put a ready meal in the microwave.

Before you begin, check you know the meaning of these 'building' words / phrases:

conservatory
extension
granny flat
attic

WORD
FOCUS

C Talking about what friends/colleagues are probably doing

Erin visits Zara who, with a group of her friends, is spending six weeks living 'close to nature' in the countryside. After the example, add the *-ing* forms of three of these verbs, and the *-ed* forms of two:

finish walk check arrive add catch

- ERIN So how's it going? How long have you been here now?
ZARA Three weeks. It's been difficult, but we've all got our routines now. That helps.
ERIN Yes, I was going to ask. Where is everybody?
ZARA (looking at her watch) Well, Charlie will be catching⁰ fish at the river. Most days he brings back a trout or something. Libby will be¹ the dogs in the woods. She normally gets back at lunchtime. Who else is there? Maisie. By this time she'll have² chopping wood for our fire. She loves doing that.
ERIN And Adam? He hasn't given up, has he?
ZARA Certainly not. He'll be³ something to our journal. We're going to put it online when we get back. Then there's Bethany, of course. She'll have⁴ at the supermarket by now and bought a few things for us. We can't survive without one or two trips to the shops, I'm afraid.
ERIN You've forgotten Callum, haven't you? He isn't still in bed, is he?
ZARA No. I hope not. He'll be⁵ if the hens have laid eggs, I guess. He normally comes back with five or six. Anyway, Erin, why don't you join us for the last three weeks?
ERIN No TV? No restaurants? No CDs? Maybe next year, Zara.

The future: present after time words

Be about to and *be to*; future in the past

- 5 In future sentences with two clauses, we use a present tense after **when, while, before, after, until, as, as soon as, once, by the time, whatever, whichever**, etc.:

*We'll buy some lunch **when we get** there. (... **when we will get** there.)*

***As soon as I see** her, I'll ask her.*

*We're going to have a party **before** you leave.*

*Will you ring **while you're** in Sweden?*

We can use the **present perfect** if the action has been completed:

*I'll give you a ring once you've **got** there.*

*I won't tidy up until everyone **has eaten**.*

It's also possible to use the **present continuous**:

*As you're **leaving** the museum, you'll notice a beautiful statue of a child.*

And in some **two-clause sentences with a future meaning**, we don't use 'will' at all:

*You can clap after she **finishes** her song.*

*Call me when you've **finished** the exam.*

- 6 To talk about the 'future in the past' (see examples below for an explanation) we sometimes use **was/were going to** (from 'be going to') and, less often, **was/were + -ing** (from 'present continuous for future'):

*Are you free on Saturday? ~ Why? I **was going to do** some shopping. (= but I may change this future plan.)*

*The last time I spoke to Greg, he **was going to move** to America. (That was his future plan.)*

*Max and Gill **were coming** to dinner, but they couldn't find a babysitter.*

Would (from 'will') is mostly used in **indirect speech**:

*I said I **would help** her, but she didn't need me.*

- 7 We use **be about to + verb** to talk about things that will happen very soon:

*Quick! The train's **about to leave**.*

*I **was just about to go** out. Shall we talk later?*

Be to + verb is formal and less common. We tend to use it for announcements:

*The Queen **is to visit** India in November.*

– and in newspaper headlines (often without 'be'):
*Prime Minister (is) **to resign***

Grammar in action

- 4 We use present and future tenses together to describe **future plans**. Here we're talking about a weekend trip with friends:

Don't worry. We'll find a hotel as soon as we get there – and once we've booked in, we'll take a look at the castle.

- 5 We often use the 'future in the past' to talk about **plans** that may have changed. Here we're talking about inviting some friends round:

*We **were going to have** a barbecue, but it started raining, so we all went to the cinema.*

- 6 We use **be about to** to draw attention to something that will happen quite soon. We could be in the theatre:

*We'll talk later. The show's **about to start**.*



WORD FOCUS

Over easy is an American expression meaning that the yolks (the yellow part of the egg) are still soft after cooking.

D Driving north from Atlanta

Anna and Ryan are planning a trip to America. Cross out 'll every time it is wrong.

ANNA When we'll get to Atlanta, we'll hire a car.

RYAN Of course. We'll drive north to Chattanooga. Isn't there a song about that?

ANNA I think it was about a train. We'll have to find a diner once we'll get to Chattanooga.

RYAN You've always wanted to order eggs 'over easy' in a diner, haven't you? Anyway, before we'll leave town, we'll ask the staff in the tourist office to book us a room in Nashville.

ANNA Good idea. When we'll get there, it'll be dark, won't it?

RYAN Maybe we should get tickets for some country music at the Grand Ole Opry at the same time?

ANNA Take it easy! We'll be tired by the time we'll check in to the hotel. We've got two days in Nashville, anyway.

- RYAN OK. Then we'll decide while we'll explore Nashville where to go afterwards.
 ANNA It's a choice between Memphis and St Louis, isn't it?
 RYAN Yes, but whichever we'll choose, we'll be able to take trip on the Mississippi!

E The origins of a successful character

A writer describes how he created the character of the detective Orlando. Underline the correct options.

When I first sat down to write about my detective Orlando, he would / was going to⁰ be a scientist. So I wrote the first chapter, had a break, and I would / was about to¹ take a walk when the phone rang. It was my brother, inviting me to lunch in the village pub the following day. I told him I would / was about to² think about it, because I was planning to work all day - but he said he was meeting / about to meet³ an old friend, Michael, at the pub and he thought we should all get together. And he said he would / was about to⁴ pay! As soon as I arrived at the pub the day after, my brother said, "Don't you remember that you were going to / would⁵ meet Michael at Christmas at my house, but then you got ill?" I was about to / would⁶ reply, when Michael himself walked in. He was in his early sixties, perhaps, but quite boyish, and - this will sound surprising - I knew immediately that I was about to / would⁷ like him, but, more importantly, that I was also looking at my new Orlando. He was a priest rather than a scientist, but if you think about it, priests make quite good detectives. I wonder if my brother knew that?

F A last-minute party

It's Saturday afternoon. Chris and Jack are planning a party for Zoe. Choose the correct answers from the brackets, and write them in the spaces.

- JACK Sally, are you upstairs? Chris and I have decided we're going to have a party before Zoe leaves⁰ (leaves / will leave) tomorrow. He's about to ring round some of her friends.
- SALLY But we've only got a few hours! Her friends¹ (will be shopping / will have shopped) or at the gym.
- CHRIS So? They've got mobile phones, haven't they? When we² (tell / will tell) them about the party, they'll all want to come.
- JACK We³ (will have booked / were going to book) a table at a restaurant, but Chris reckons it's too late. So we're going to have the party here.
- SALLY (at the top of the stairs) But I was going to finish my essay.⁴ (I'll be standing / I'll stand) in front of my classmates doing a presentation on it at this time on Monday!
- CHRIS Don't worry. You'll⁵ (have / be) finished it by Sunday evening. I'll help you.
- JACK Let's invite everyone for nine o'clock. That way they'll⁶ (be eating / have eaten), won't they, and we just have to prepare a few snacks.
- CHRIS That's easy.⁷ (I would drive / I'll be driving) past the supermarket on my way to athletics practice, so I can pick things up.
- SALLY OK, but when you⁸ (go / will go), I'll come with you, and get a taxi back.
- CHRIS I thought you⁹ (will have worked / were going to work) on your essay.
- SALLY I was, but I don't trust you. Last time all you bought was some lemonade, two French sticks, and a bag of crisps.



07 Mixed tenses

Continuous forms

1 We can use **past, present and future continuous tenses** to suggest that something is or was:

- temporary or unusual:
We were living in Edinburgh at that time.
You've been going to the gym a lot recently.
She isn't going out very much at the moment.
- happening or being repeated all the time in a fixed period:
I'd been gardening all day so I was a bit tired when they came round.
He's been texting me all day long.
- something is happening in the background:
I was reading the paper when I heard the news.
Will you be passing a chemist's on your way to work?

2 **State and other verbs in continuous form**

There are some verbs that we normally don't use in the continuous form (see page 4). Here, however, are some of the common exceptions:

- You've been seeing a lot of your father recently, haven't you?*
I was feeling a bit low, so I watched that comedy that you recommended. It's great!
We're thinking of buying a small holiday home in Ireland somewhere on the coast near Cork.
Were you having a short sleep during Michael's speech? It looked like it!
Have you been hearing some strange sounds in the night? Do you think it's just the wind?
Did you read about the villagers who are refusing to leave their houses, despite the war?

3 We sometimes use two past simple tenses to suggest that one thing causes another:

When she criticized him, he walked out of the meeting.

So if we say, 'When we got there, Tom left', it can suggest that Tom didn't want to meet us. To avoid this we can use a past continuous:

When we got there, Tom was leaving.

Note that if Tom left before we arrived, we'd say:

When we got there, Tom had left.

Grammar in action

1 We use **continuous tenses**, including some state verbs in continuous form:

- 1) to describe something that is temporary or unusual. Here Liam is talking about his studies:
I've been reading a lot of local history recently, because I'm doing a project on my town.



- 2) to show that something is being repeated in a fixed period. Here we're talking about our weekend plans:

We'll be decorating the house this weekend. We've been buying paint and rollers and wallpaper.



- 3) to describe a background event that is interrupted in some way. Julie is talking about her day:

I was driving to work as normal when the police pulled me over.

A Temporary, unusual, repeated and interrupted events (1)

Mike is describing a gap year experience. Underline the correct options.

A strange thing was *happening/happened*⁰ to me and my friends last year. We *were travelling/travelled*¹ around Indonesia at the time. One night we *decided/were deciding*² to stop at a small hotel. It was late and we were tired. I said to the owner, "*We were leaving/We'll be leaving*³ very early in the morning, because we want to catch a boat across to Sulawesi. So can we pay now, and there's no need to make us any breakfast?" He *was agreeing/agreed*⁴ and we went to bed. The next morning I *was thinking/thought*⁵ about the day ahead, when I *heard/was hearing*⁶ someone making breakfast. So I said to the owner, "What *do you do/are you doing*⁷?" and he replied, "Well, I've *been making/I made*⁸ you breakfast for the last hour or so, because my wife had a dream that you would be hungry during the day." And she was right, because the boat *broke down/was breaking down*⁹ twice and we didn't get to Sulawesi until midnight!

B Temporary, unusual, repeated and interrupted events (2)

Toby is interviewing a film director. If the bold verb forms are correct, put a tick. If they're wrong, cross them out and correct them.

TOBY So **will you be making**⁰ this new movie in Britain or abroad?

VICTOR Well, we'll be starting it in Scotland in August, and then going to Kazakhstan and Brazil. **I have** *I'm having*⁰ nightmares at the moment, actually, because we haven't finished the script.

TOBY In your last movie, an alien spaceship landed next to a businessman's car while **he travelled**¹ home. But **I am believing**² that this new film is quite different. **You make**³ a love story this time, aren't you?

VICTOR That's right. **My wife is refusing**⁴ to come to any more of my movies unless someone falls in love at least once. Josh, our script man, **had**⁵ dinner at my house when she said this to him.

TOBY **I've been reading**⁶ the plots of your movies today. There are a lot of people from other planets, but **you've never been doing**⁷ a love story before.

VICTOR Well, this will be different. Basically, there's a woman called Jan. **She sees**⁸ a truck driver called Sam since the beginning of the year, and they're getting along fine. Then, one day, while **she rides**⁹ a horse in Kazakhstan, she falls off and she's rescued by this alien.

TOBY Why is she in Kazakhstan? Is there an alien? Is it an alien love story?

VICTOR That's right. Do you have a problem with aliens or something?

C Temporary, unusual, repeated and interrupted events (3)

Roger is looking for advice. Put a simple or continuous form of *leave, look, dislike, fall, travel* and *write* into Roger's message. Use short forms.

X

Dear Babs

I *was looking*⁰ for some advice on how to cook a chicken when I came across your website. I¹ to you because I² in love with a girl who won't even look at me. She³ me so much that when I walk into a room, she⁴. Can you help? The thing is, I⁵ on the same bus as her at this time next week, because there's a college trip to the south coast. What can I do to make her see me differently?

Now add *have, having, help, helping, look* and *looking* to Babs's reply:

X

Dear Roger *helping*

Don't worry. I've been / people in your situation every day for six years. The way I see it, you're problems at the moment because you don't anything interesting to say to this girl. I handle situations like this every week. My advice to you is to up a really interesting fact on the internet: something about volcanoes, for example. While you're both on your journey, tell her your fact. I bet she'll soon be at you in a new way! I very much hope my advice will you.

Mixed tenses

Politeness and tense choices

4 Past tenses

Sometimes we use past tenses not to describe time, but to 'make a polite space' between the speaker and the listener. The most common examples are the past forms **could** and **would**:

*Could you tell me where the bathroom is?
Would you give me a call later?*

But look also at these examples:

*I wondered if I could have another cup of tea?
Did you want a break now?
What was your name again?
I was hoping you might lend me an umbrella.
We were wondering where you bought those ice creams?*

Staff in hotels might use the future continuous:

Will you be staying in for dinner tonight?

5 Tense choices in general

Sometimes there is only one tense we can use; for example in the sentence 'I left school in 1998'. But at other times, we have a choice:

- when something is still true, we may be able to use the present as well as the past:
*My home town was/is Edinburgh.
She said she was/is waiting for us right now.*
- in jokes and stories, we can use the present as well as the past:
A friend of mine got/gets home and she said/says to her husband ...
- when we talk about intensive activity we can sometimes use the **past simple** or the **past continuous**:
I was playing/played football all day on Sunday.
- when we use **after** and **as soon as** to talk about two activities in the past, we can often choose whether or not to use the past perfect:
As soon as we (had) arrived in New York, the snow started to fall. It was beautiful.

- with the verbs **live** and **work**, we can use the **present perfect simple** or **continuous**:
*How long have you worked/have you been working at the travel agent's now?
We've been living/We've lived in this part of Sydney for years.*
- when we're fairly **certain** about what will happen in the future, we can often use **will** or **be going to**:
*Don't worry. You'll have/You're going to have a great time!
They're going to be/They'll be surprised when you turn up at the party.*

Grammar in action

2 We use **past tenses** to be polite in public places such as restaurants, airports, etc. Freya is in a hotel:

*I was wondering if you could recommend a good local restaurant?
~ Certainly, madam. Did you want somewhere formal, or more relaxed?*



3 We can sometimes choose which tense to use. Here we're telling stories:

*Well, this man inherits a house in Spain, and he decides to spend the summer there ...
These two women wanted to start their own olive oil business, so they bought a farm ...*

but we might also be talking in general about our lives:

*I've lived here all my life.
~ Really? I've only been living here a year, but I think I'm going to like it.
~ Think? I'm sure you'll like it!*



D In a hotel restaurant

Ana and Rob are starting their meal. Where possible, make the conversation even more polite by changing present verb forms into past forms.

WAITER Can I bring you some drinks while you're looking at the menu? / *Could*
ANA Well, I'm wondering if you have a very light red wine?
WAITER Of course. Will you give me a moment? I'll ask the wine waiter to come over.
ROB Thank you. And can you bring us some water, please?

- WAITER Certainly, sir. Do you want a bottle of mineral water?
- ROB Well, I wonder if we can just have a jug of tap water.
- WAITER No problem at all.
- ANA By the way, I understand that this meal is included in our total package.
- WAITER Just a moment please, madam. What is your room number again?
- ANA 352, although we are hoping to change later today to a room with a lake view.
- WAITER Perhaps I can check on your package and your move at the same time?
Meanwhile, here comes Frederick, your wine waiter.

E A childhood memory

Mary returns to her childhood home. If the two verb forms in italics are both possible, underline them both. If only one is possible, underline it.

Glasgow, where I *lived/have lived*⁰ for ten years as a child, can be bright and sunny – or dark and rather frightening. I left eventually, and *I've been living/I've lived*⁰ in Cornwall ever since. It's a different sort of place. After I *had stopped/stopped*¹ living in Glasgow, I went back once to my old house with my husband. It was one of the dark days, and the house *had been/was being*² an empty ruin for years. My husband *has worked/has been working*³ as an architect since he finished college, and he *was recognizing/recognized*⁴ immediately that it had once been a fine building. He said that the roof on a good house *is/was*⁵ the important thing. Anyway, we *were looking/looked*⁶ at my childhood home for a while, and then an old woman came up to us and said to me, "I recognize you. You *lived/have been living*⁷ here as a child, didn't you? *I'll show/I'm going to show*⁸ you something that might interest you, I think." And she *has taken/took*⁹ a photograph out of her bag of two young women with a child. "This is me and your mum. She was my best friend, and this," she said, pointing at the girl, "is you."

F A cottage in Wales

Esta and Gino want to hire a cottage. Complete the missing words.

- ESTA Good morning. We were wondering if you could give us some advice. We're from Sicily, and we've *been*⁰ tra.....¹ in northern Europe for quite a few weeks. We'd like to finish by staying in Wales, and we w..... th.....² about hiring a cottage for a month.
- PAUL Excellent. W..... y..... lo.....³ for anything in particular?
- GINO Well, we're both photographers, so we'll b..... lo.....⁴ for somewhere quiet, where we can work on the photos we've already taken – but also take some interesting new shots.
- ESTA Actually, we've b..... hea.....⁵ wonderful things on our travels about Snowdonia. We were hoping you might have something in that part of the country.
- PAUL You might be in luck. We h..... b.....⁶ keeping a cottage in Betws-y-Coed for a regular client, but he cancelled this morning. It's quite large and it's in a beautiful location. In fact, I..... b..... dri.....⁷ in that direction this afternoon, so I could give you a lift. I hope the weather is better today.
- GINO I know. Esta and I w..... t.....⁸ photos by the coast when the storm started.
- ESTA Well, that all sounds fine. What time w..... y..... b..... le.....⁹?
- PAUL Around three o'clock. Could you come back then? If you like the cottage, you can move in at the weekend.

08

Questions

Yes/no questions; object and subject questions; tag questions

1 There are **four** main types of question:

- 1) **yes/no** questions: *Are you thirsty?*
- 2) **object** questions: *Who did you tell?*
- 3) **subject** questions: *Who told you?*
- 4) **tag** questions: *It's hot today, isn't it?*

2 Object questions start with the question words **where, when, why, how, what, which, who, whose**. The question word represents the object:

Which one did you buy? ~ I bought the small one.

Subject questions start with the question words **what, which, who, whose, how many/much**. The question word represents the subject:

Who brought these flowers? ~ Sue brought them.

3 To form subject questions, we simply use **question word + (noun) + verb ...?**:

What happened at the game? Whose team won?

but remember that **Who ...** takes a singular verb:

Who wants a cup of coffee?

4 To form **yes/no and object questions**, we put the following verbs directly before the subject:

- a. all forms of 'be': *Is John leaving now?*
- b. modal verbs: *What should we do now?*
- c. 'have' in 'have got' and the perfect tenses: *Have you got a pen? Hasn't he come yet?*

For all other verbs, we use **do + subject + infinitive without to**:

Does she like jazz? Did you have a rest?

Remember the **short answers** to yes/no questions:

Are you watching TV tonight? ~ Yes, I am.

Can she speak French? ~ No, she can't.

5 We form **tag questions** by adding a negative short form (a 'tag') to a positive statement, and a positive to a negative statement. The verb forms under a-c are repeated in the tag; otherwise, we use 'do':

Greg's a bit late, isn't he?

We can't walk to the cinema, can we?

You enjoy wildlife programmes, don't you?

Normally we use a falling intonation on the tag, to seek confirmation of something. But a rising intonation to ask for information is also possible. Use these special forms:

I'm winning, aren't I? Let's eat, shall we?

Note also that we use:

- 1) positive tags after **no one, nobody, never, no, hardly, scarcely, little**: *She never helps, does she?*
- 2) **it** after **nothing**: *Nothing's gone wrong, has it?*
- 3) **they** after **somebody, everybody, no one, etc.**: *Someone called my name, didn't they?*

Grammar in action

1 We use **yes/no, object and subject questions** to get information in shops and offices:

Do I sign here for the Greek class?

How much is that large fruit cake?

When can I pick up my ticket, please?



and from friends and family:

Where did you put the TV magazine?

Who's coming to the restaurant tonight?

2 We use **tag questions** to get confirmation.

Here Holly is talking to colleagues at work:

The deadline for the contract is Monday, isn't it?

Dave has contacted our lawyers, hasn't he?



A Getting information in shops and offices

Alice is hiring a car in Dublin. Complete the questions with the phrases from the box.

What do Where are What kind Is there Do you How long
Could-I Where did

ALICE Hi. Could I ⁰ hire a car for this afternoon, please?

JAMES Of course you can. ¹ of car would you like?

ALICE ² have anything that's eco-friendly?

JAMES We have one with a very low carbon emission. ³ you planning to travel?

ALICE Well, last year we went south down the coast.
 JAMES Really?⁴ you get to?
 ALICE Wexford. It was lovely. So this year, we thought we might go inland.
 JAMES Excellent.⁵ do you want the car for?
 ALICE Three days, please.⁶ I do next?⁷ a lot of paperwork?
 JAMES No, not really. We should be finished in ten minutes. And then the freedom of the road is yours!

B Getting information from friends and family

Ben is talking to his daughter, Sara. One word in every question is wrong in some way. Correct them.

What
 BEN Which /is the problem, Sara?⁰ Have you lose something?¹
 SARA No, I'm just thinking. Who flat is this?²
 BEN It's ours of course. Why does you ask?³ Are you do some homework?⁴
 SARA Yeah. It's for my law exam. When do you buy it, then?⁵
 BEN Ten years ago.
 SARA And do you still paying back the mortgage at the moment?⁶
 BEN Yes, but the flat is legally ours, as far as I know!
 SARA Are you have the freehold, though?⁷
 BEN No, it's actually a leasehold property. So, in that sense I suppose it's not completely ours.
 SARA Well, why will the leasehold run out?⁸
 BEN In nine hundred years' time! You'll probably have your own house by then.

Before you do exercise B, look up the words *mortgage*, *freehold* and *leasehold* if you don't know them.

WORD FOCUS

C Getting confirmation

Barry and Joan are talking about their trip to India. Complete their conversation with the correct question tags.

JOAN It's a direct flight, isn't it ⁰?
 BARRY Yes. We'll get there at midnight. You asked John to pick us up,¹?
 JOAN Not yet. Let's give him a ring this evening,²?
 BARRY He'll be in bed, because of the time difference, but we can text him,³?
 JOAN Sure. He'll be happy to meet us,⁴?
 BARRY Of course. Nothing's worrying you,⁵?
 JOAN I guess I don't like asking people to do things.
 BARRY But no one minds picking up guests at the airport,⁶?
 JOAN I suppose not. Well, we should start packing,⁷?
 BARRY OK. You haven't seen my brown suitcase recently,⁸?
 JOAN Didn't you check last week? It was under the bed,⁹?
 BARRY Going away is always an effort,¹⁰?
 JOAN We're about to spend a month in the sun. We shouldn't really complain,¹¹?

Questions

Short questions; reply questions; statements as questions

6 Short questions

Sometimes we use question words on their own:

I got a new passport in six hours. ~ How?

I didn't get the job. ~ Why not?

Or we just use **how/what about + noun/pronoun**:

How/What about a coffee? ~ Good idea.

I'm ready to go. What about you? ~ Almost.

Sometimes questions are short because we leave out the beginnings:

(Are you) Ready yet? (Have you) Finished?

(It's) Hot today, isn't it? (It was) A long walk, wasn't it?

(Would you like some) More juice?

7 Indirect questions

We can make questions longer and less direct with phrases such as the bold ones below. Note word order:

Do you know how much they cost? ~~do they cost?~~

Do you think they'll arrive before midnight?

Can you tell me where the nearest bank is?

Could you remind me what your name is?

8 We can use reply questions to show interest:

I bought some new CDs. ~ Did you? (~~buy some new~~

CDs) I don't like loud music. ~ Don't you?

Or to express surprise:

I spent £100 on two tickets. ~ You did what? or You

spent how much?

She went to Mexico. ~ She did what? or She went

where?

9 We can make statements act as questions by using a rising intonation. Often we start with **So/And** or finish with **then**:

So we'll meet at five? ~ Sounds great.

You're an architect, then? ~ Yes, that's right.

Here's my address. ~ Thanks. And we'll stay in touch?

10 Questions with 'heads'

We can change the word order of a question by putting an important part (a 'head') at the front:

Did you find your new trainers anywhere?

Your new trainers, did you find them anywhere?

Note that you need to use a pronoun (*them* above) later on. Here is another example:

That pizza with chillies, was it good?

Grammar in action

3 We use short questions with food and drink:

More tea? ~ No, thanks. I've had two cups.

How about a sandwich?

or to ask about news, phone calls, messages, etc.:

Any letters for me? ~ Yes, I think there's one.

4 We use indirect questions to be polite:

Do you think I could have some more water?

Could you tell me where the post office is?



5 We use reply questions to show interest/surprise:

They've bought a flat in Spain. ~ Have they?

Max called me an idiot. ~ He did what?

6 We use statements as questions to check information:

You'll join us for lunch, then? ~

Yes, I'd love to.

So we'll need to get some

currency? ~ Yes. I'm afraid I forgot.



D Afternoon tea

Dan arrives late for afternoon tea with his colleagues. Complete the conversation with the phrases in the box, using capital letters as necessary.

what about more tea any messages could you more cake
news about do you you think

DAN Sorry, Petra, Alan. I got held up at the office.

ALAN Any news about ⁰ tomorrow? We don't know when our visitors are arriving.

DAN I'll check my phone. Do you think ¹ you could pass me that cup?

ALAN Sure. And we need extra water for the teapot, don't we? I'll call the waiter.
could you ², Petra?

PETRA Yes, please. The first slice was delicious.³ you, Dan?
 DAN Thanks, I'll take a piece in a minute. (looks at phone)
 ALAN⁴, Dan?
 DAN Just one. They'll be arriving late, at about eleven.
 ALAN (as waiter approaches) Excuse me, but⁵ think we would have some water for the pot?
 DAN Oh, and⁶ tell me where the bathroom is?
 WAITER It's just at the end of that corridor, sir. And I'll bring some hot water straight away.
 PETRA (as waiter and Dan leave)⁷, Alan? There's a little left actually.

E A visit to an art gallery

Sophie has invited Hugh to an exhibition by the Spanish painter, Aran. Put one word in each gap.

SOPHIE That painting in the corner, do you like it?⁰ Aran did it while he was in prison.
 HUGH¹ he? Let's take a closer look. I'm sure I've seen it before.
 SOPHIE Have²? Perhaps it was used as a film poster or something. (they move closer)
 HUGH Do you³ why he was imprisoned?
 SOPHIE Yes. He set fire to his father's house.
 HUGH He did⁴?
 SOPHIE He burnt down his father's house.
 HUGH They had a difficult relationship,⁵?
 SOPHIE That's right. His father stopped him painting for many years.
 HUGH I see. And all these paintings, are⁶ for sale?
 SOPHIE Some of them are.⁷? Have you got half a million pounds?



£500,000.00

F Before the conference dinner

Travel agents Simon, Kwab and Miriam are chatting just before a conference dinner. Use the words in brackets to help you complete the questions.

SIMON Did you enjoy the talk on Siberia?⁰ (on Siberia / enjoy / the talk / you)
 KWAB Very much.¹ (the presenter / know / which company / you) works for?
 SIMON No idea, I'm afraid.² (another / who / want) drink? I'm going to the bar.
 MIRIAM Not for me, thanks.³ (busy / a really / be / it) day, hasn't it?
 KWAB Absolutely.⁴ (long / how / you) staying for, Miriam?
 MIRIAM Till Monday, Kwab.⁵ (remind / which company / you / me / could) you work for?
 KWAB Johannesburg Journeys. Here's my card.
 MIRIAM⁶ (based / you're / in / so) South Africa, then? That must be interesting.
 KWAB Very.⁷ (to / ever / you / be) Johannesburg, Miriam?
 MIRIAM No I haven't.⁸ (be / of year / when / best time / the) to go there?
 KWAB October is a lovely month. I would be happy to show you around if you come.
 SIMON (returning with a drink) Kwab, you're not selling another holiday, are you?

09 Obligation and necessity

Have got to and have to; must

Note that 'personal obligation' refers to the things we decide to do:

We must keep in touch. Send me an email soon.

and 'external obligation' refers to the things that other people/organizations, etc. tell us to do:

I have to submit this essay by 6 p.m. today.

- 1 Have/has got to** is less formal than 'have to' and 'must', and much more frequent in conversation. We use it for external and personal obligation:

I've got to do something about my hair. It's a real mess at the moment. (personal)

You've got to show some form of ID like a driver's licence to get in. (external)

The negative form (meaning 'not necessary') is:

We haven't got to pay now, have we?

But note that the negative form of 'have to' (see below) is often used instead. The question form is:

Have you got to play your music so loud?

- 2 Have/has to** tends to suggest external obligation. If you say, 'I have to lose a bit of weight,' it sounds as if a doctor has recommended it. Here are more examples:

She has to practise her singing twice a day.

We have to finish this project by Monday.

The negative form (meaning 'not necessary') is:

You don't have to finish that food, you know.

and the question form is:

Do we have to wait outside or can we go in?

- 3 Must** can be an 'order' if you are in authority:

You must stop writing at 10.15. (in exam hall)

But the most common use is for strong advice/recommendation to others:

You must eat more. You look so thin.

You must stay a few days with us next summer.

or to ourselves:

I must get up earlier. I've got so much to do.

We must get the garden gate fixed.

Note that the **negative** form means 'a bad idea/wrong/not allowed' rather than 'not necessary':

We mustn't be late tonight. It'll look rude.

Visitors must not wear shoes inside the mosque.

The question form is not common (and tends to express annoyance):

Must you make so much mess when you cook?

– instead we use the question form for **have to**.

Grammar in action

- 1** We often use **must** to give strong advice/recommendations to ourselves or to others:

We mustn't forget to buy Josh a present.

You must stop criticizing yourself!



- 2** We normally use **have to** (and more formally **must**) when we describe the things other people tell us to do. Jan is starting a new job:

Do we have to take lunch at a particular time? ~ No, but you have to let Sheila know if you want to go before one o'clock.

- 3** We use **have got to** for rules that other people make, and the aims we set for ourselves.

We might talk about college:

Have we got to take an exam on this course?

I've got to get up earlier, and do more work.



A Giving some strong advice

Boris and Sally are shopping. Add *must* or *mustn't* to their conversation, where they are missing.

- must*
- BORIS Sally! You / come and see this! It's a beautiful dress, and it's a bargain.
- SALLY Do you have to shout, Boris? The whole world will hear you. What is it?
- BORIS Look! I buy you this. You've been so kind to me recently.
- SALLY But you spend all your money on me, Boris. You have to save up for college.
- BORIS But what about Stephanie's party on Saturday? You've got to get something new for it. Anyway, we argue over a dress. Let's take a look at some jewellery.

SALLY Jewellery? You be joking! It's far too expensive. You don't have to spend money to have fun. Take Sara, for example. She's gone for a long country walk today.

BORIS Sally! You compare shopping with walking! Shopping is serious. Anyway, look at that sign. It's an order, isn't it? It says, 'Massive sale! Everything go today!' Shall we have a look?

B Describing the things other people tell us to do

Laila and Jason are in a science lab (laboratory) with Chris, a technician. Fill the spaces with positive, negative and question forms of *have to*, or use *mustn't*. Before you start, label the pictures with these words: Bunsen burner / goggles / tongs / funnel / beaker.

CHRIS To start with, if you're using chemicals or a Bunsen burner, *you have to* (you)⁰ wear these goggles. Of course, (you)¹ touch anything in the first place until your teacher tells you to.

LAILA (we)² wear a lab coat like you?

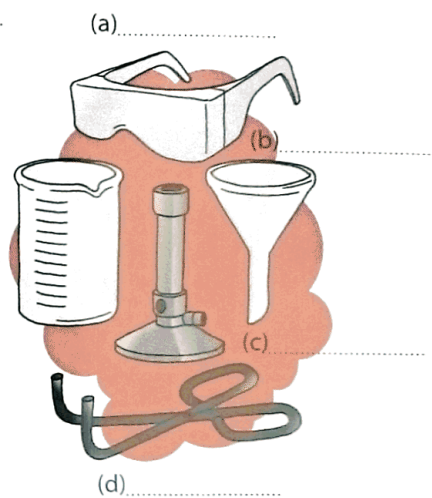
CHRIS Yes, if you're doing any kind of experiment. But (you)³ put one on if, for example, you're just taking notes from the whiteboard. Now, you see these tongs? (you)⁴ use them every time you pick up anything hot. OK? (e).....

JASON What's this for?

CHRIS It's a funnel. (you)⁵ use it if you're pouring liquid into a test tube, for example, so you don't spill anything. But remember that (you)⁶ open any of these bottles without permission. Some of them contain dangerous chemicals.

LAILA Some of the experiments sound quite dangerous.

CHRIS Don't worry. (your teacher)⁷ check everything before you touch anything. Often the dangerous things are the little things. For example, (you)⁸ use a beaker like this if it has a crack. You don't want it to break.



C Fitness aims

Pete emails Mark. Complete their conversation with positive and question forms of *have got to*, or negative forms of *have to*. Note that you'll also need to use *mustn't* once. Use short forms where possible.

Peak times are the times when a facility is used the most; for a gym, evenings would probably be peak times.

WORD FOCUS

Hi Mark

I've got to (I)⁰ do something about my general level of fitness. So can you tell me a bit about your gym? For example, (you)¹ pay for a year in advance? It's quite expensive, isn't it? (I)² work nine till five, so I suppose I would be going to the gym at peak times, wouldn't I? My wife might join, too. She reckons (she)³ do something to help her relax.

Hi Pete

Yeah. It's a good idea to get a bit of exercise, but (you)⁴ start slowly. Take it easy. (you)⁵ do too much in the first few weeks, or you'll hurt yourself. About the gym: no, (you)⁶ pay for a year. But (you)⁷ have a session with an adviser before you begin to use the facilities regularly. Look, I've got a guest pass for one day, so why don't you use that? That way, (you)⁸ make any commitment.

Obligation and necessity

Past and future forms; *should*; *need*

4 The past form of **have got/have to/must** is **had to**:

*We had to wait an hour for a bus.
Did you have to buy two to get a discount?*

The future form is **will have to**:

You'll have to take a present if you go.

but for fixed arrangements and to give strong advice we often use present forms:

*I've got to go to the dentist's tomorrow.
You mustn't be late for your interview.*

5 **Should** is not as strong as *have got/have to/must*:

*You should try to get some fresh air today.
We shouldn't really park here.
Should he use that phone on the plane?*

It can mean the same as *must*, but is more polite:

Applications should be sent in by 31 January.

The past form is:

We should have called the police.

(For more uses of **should**, see page 44.)

6 There are several ways of using **need**, because it can be both an ordinary verb: *He needs to relax a bit more.*

and a modal verb: *You needn't wait for me. I'll catch you up.*

Here are the forms of the ordinary verb:

- need + noun phrase:** *I need a break.*
- need + infinitive:** *Do we need to leave now?*
- need + -ing:** *The kitchen needs cleaning.*

We can use the ordinary verb in different tenses:
*I'll need some help with the garden next week.
It was late and he needed a lift home.*

Here are all the modal forms:

need + subject + verb: *Need I wear a suit?* (= Do I need to wear a suit?) Not a very common form.

needn't + verb: *You needn't cook anything for me. I'm not hungry.* (= You don't need/have to cook ...) Quite a common form; can also be used for the future:

We needn't get up early tomorrow. They're not coming until lunchtime.

needn't + have + past participle: *I needn't have taken a taxi because the station was only round the corner.* (= I took a taxi, but it wasn't necessary.) Note that this is different from *I didn't need to take a taxi ...* = I didn't take a taxi, because it wasn't necessary.

Grammar in action

4 We use **should** to talk about our responsibilities. Here

Joe is talking about his family:
I should visit my grandparents more often. And I should see more of my kids in the evening. I'm getting home from work too late these days.



5 We use **need**, **needn't** and **needn't have** to talk about what's necessary in our daily lives. We might be at work:
You needn't meet my colleague at the airport. She's used to travelling in the UK. But you'll need to bring her up to date on the project.

D Getting ready for a school play

Aran and Leah are organizing a school play. Complete their conversation with the phrases in the box.

I'll have to have to had to shouldn't worry should have do we have
should we we'll have should wait we should

- ARAN If it's a school event, we'll have to⁰ invite all the teachers, won't we?
LEAH They won't all come.¹ offer them free tickets?
ARAN I don't think so. Mr Freeman said we² try and make a small profit, after all.
LEAH OK. Well, we've sold loads of tickets already, mostly to classmates and parents.
ARAN Do you think³ have booked the hall for an extra night?
LEAH Perhaps. There's still time. Probably we⁴ and see how many we sell today and tomorrow.

- ARAN Sure. What about tea and coffee in the interval?⁵ to make sure we have enough.
- LEAH Yes, but you and I⁶ about that. Mr Freeman said he would talk to the staff in the canteen, and they would organize all of that.
- ARAN Alright. So what else⁷ to think about?
- LEAH Susie. She⁸ learnt her lines by now, shouldn't she?
- ARAN Yes, but she can be a bit slow. I think⁹ give her a ring and see how she's doing, won't I?
- LEAH Probably. Meanwhile, I'll go over to the canteen and try to sell some more tickets.

E Witness to an accident

Jodie returns to the office after seeing an accident. Underline the correct options.

- JODIE Can you put the kettle on, Luke? *I need having / I need⁰* a coffee. Did you see what just happened?
- LUKE I can't see anything, Jodie. These windows need *cleaning / to clean¹*. What is it?
- JODIE I saw a car hit a motorbike outside. I had to call an ambulance.
- LUKE Wow. You're shaking. Do you need *to sit / sitting²* down? I'll make that coffee.
- JODIE I'm OK. Anyway, I went over to the guy on the bike, and told him that he *needn't / needn't³* worry, because help was on its way. But he got quite angry. He said he was fine, and that I *didn't need to phone / needn't have phoned⁴* an ambulance.
- LUKE It might have been the shock of the accident.
- JODIE I suppose so. Anyway, the driver had got out of his car by now, and a policewoman had arrived. She told me I *didn't need to make / needn't have made⁵* a statement immediately, but that I might need *to go / go⁶* to the station later.
- LUKE OK. If you *needn't / need to⁷* leave later on, I can cover for you. What happened to the man on the bike?
- JODIE Well, the ambulance arrived, and he *needed have / needed⁸* quite a lot of medical attention. They took him away on a stretcher.

F Spend a few days on a British farm

For this article on farm holidays to make sense, you need to add the negative form *n't* to six verbs after the example.

The good news is that you need n't be rich to have a great little holiday, writes Kirsty Stevens. Have you just got to get away for a few days? And have you recently spent hundreds of pounds on a luxury spa weekend? Well, you need have done. Farms Breaks is a new organization set up by an enterprising group of around thirty UK farmers. They claim that you do have to spend lots of money to get a great short break in the English countryside. All you need are directions to one of the farms currently on the list. Of course, you must expect all of the facilities you would get in a top hotel. But you will get a warm welcome and a cosy room. There are a couple of rules that you'll need to know, though. First, you should remember that these are working farms. Don't worry – you do have to milk the cows at five in the morning, but you must be aware that farms are not always the cleanest places in the world – so you should take your very best clothes with you! Secondly, you have to be careful when you approach the animals. One guest needed to get something from his car in the middle of the night and was surprised to come across a bull in the car park! But you must let any of this put you off. What could be better in the spring than watching your children feed a baby lamb from a milk bottle? You won't get that in a five-star hotel, will you?

10

Permission, requests, and offers *Can, could, may; be allowed to*

- 1 We use **can** or the more polite **could** to ask for permission, sometimes adding **please** or **possibly**. Note how we give permission in replies:

Can I borrow your dictionary, please? ~ Sure. Go ahead.

Could we possibly leave our bags here? ~ Of course you could.

We also use **may**, but only in formal situations or the first time we address strangers:

May I take your coat, madam?

We also 'give permission' in statements:

You can use the computers in the entrance hall, if you want.

You're welcome/Feel free to help yourself to tea and coffee.

Please use my office for your meeting.

and in notices, sometimes with **may**:

Hotel guests may use the gym until 10 p.m. daily.

- 2 In spoken English we can refuse permission with **I'm afraid not** or **can't** (but not **couldn't**) – but note the way we normally 'soften' the refusal with 'I'm sorry, but...' or 'I'm afraid', or a reason:

Can we go straight up to our room? ~ I'm afraid not, sir. It won't be ready until 2 p.m.

I'm sorry, but you can't smoke here.

Could I borrow your phone for a quick local call please? ~ You can't, I'm afraid. I'm expecting a call.

In written English, we use **may not** and **be not allowed/permitted to**:

Please note that customers are not allowed to return sale items.

- 3 To talk about permission in general we use **can** (present tense), **could** (past tense), **be allowed/permitted to** and **let** (all tenses):

I'm not sure if you can go in without a pass.

I could stay out until eleven at night when I was six.

Will we be allowed to take photographs?

They let us drive round the racing track!

Note that **could** can be used for general past permission (as above), but not for one specific action:

During the celebrations, the general public could be allowed to visit the Queen's residence on one day.

Grammar in action

- 1 We use **can** or **could** to ask for permission and give permission. We might be phoning a hotel:

Could I speak to Mr Howe, please?

~ Of course you can. I'll put you through to his room.

- 2 We often refuse permission with **I'm afraid not** or **can't**. Here we're at a museum:

I'm sorry, but you can't bring your bag inside. Would you like to leave it in the cloakroom?

- 3 We use **can**, **could**, **be allowed/permitted to** and **let** to talk about permission.

You can apply for an adult student visa to study in the UK. With this type of visa you are allowed to stay for up to one year.



A Asking for and giving permission

Nick takes his children on a day out to Barford House in Yorkshire. Below are some of the questions he asks the staff during the day, and their replies. Complete the questions with: *could the children / could we take / can we go / may we visit / can we* and the replies with: *problem / fine / ahead / of course / welcome*.

Good morning. *Can we park*⁰ the car here, please? We're visiting Barford House.

~ *Of course*⁰ you can. It's a ten-minute walk to the house from here.

.....¹ the gardens and farm before the house? I think the children need to run around a bit.

~ Yes, that's no². But remember that the house closes at five o'clock.

Excuse me, but³ feed the ducks? We've got some bread.

~ That's⁴, as long as they only give them one small slice.

(inside the house)⁵ straight to the antique toy collection? I think the children are a bit tired.

~ Certainly. And you're⁶ to help yourself to these pictures, which the children can colour in.

(leaving the house)⁷ one of those brochures about the fun fair?

~ Sure. Please go⁸. You can take as many as you like.

To colour in means to add colour with pens or pencils to black and white drawings.

WORD
FOCUS

B Refusing permission

Belen Watkins is attending a conference. Here are some of the questions she asks during the day, and the answers she gets. In every line that starts with *, there is an extra word. Cross it out and add it to the line above.

- BELEN Hi, I'm here for the New Technologies conference. May I / ^{go} straight in to the exhibition area?
- MAN * I'm afraid go not, madam. You'll need to have a security tag. What's your name?
- BELEN Watkins, Belen. By the way, I check into my accommodation with you, too?
- WOMAN * You can can't, I'm afraid. You'll have to do that at the hotel reception upstairs. Ah, here's your tag.
- BELEN (Later, at the desk for presenters) Hello, I'm doing a presentation in Room 414b at four o'clock today, so I possibly do some photocopying?
- MAN * I'm sorry, Miss Watkins, but you could can't use these machines. There's a copier in the hotel.
- BELEN (at Room 414b) Excuse me, but could have a look inside? I'm doing a presentation in an hour.
- WOMAN * I I'm afraid you can't. Someone is giving a talk. Could you come back later?
- MAN (in audience) Thank you very much for the talk. I know we don't have time now, but we email you if we have questions later on?
- BELEN * Of course you can. You'll can find my address in the conference programme.

C Talking about permission

Lewis is giving a talk to his class. Circle the correct options. Note that in two cases, both options are correct.

- LEWIS I'm going to give you some information about visiting the Houses of Parliament. In fact, there's quite a lot that you're *permit* / *allowed*⁹ to see there. To begin with, you *can* / *can't*¹ do a tour of the buildings, but only on Saturdays. They won't *let* / *allow*² you go in on any other days, even if you ask nicely! But you're *permitted* / *allowed to*³ attend debates during the week. If you queue up, they'll *allow* / *let*⁴ you to enter the public galleries, but remember that you *can* / *can't*⁵ take photographs, I'm afraid. But the big event is Prime Minister's Question Time on Wednesdays. The bad news is *you'll* / *you won't*⁶ be permitted to attend unless you have a ticket, so you have to arrange that in advance. When I went many years ago, you *could* / *were allowed to*⁷ get in just by waiting, but it's more difficult, I'm afraid, these days.
- ALISON Did they *let* / *allow*⁸ you to ask the Prime Minister a question?
- LEWIS I'm afraid not! But after Question Time had finished, we *could* / *were allowed to*⁹ go to another part of the building, and watch a committee in action. A committee is a group of MPs who meet to discuss a particular issue in detail. They were talking about the new high-speed rail link, and it was a really interesting discussion.

Permission, requests, and offers

Could, would and shall

- 4 We use **can** and **will** and the more polite **could**, **would** and **would you mind** + *-ing* or **if ...** to make requests, sometimes adding **just**, **possibly** and/or **please**. Note also the positive and negative replies:

Can you put the volume up, please? ~ Sure. No problem.
Will you get me a newspaper while you're out? ~ OK.
 (to taxi driver) *Could you possibly pull in here?* ~ I can't, I'm afraid. There's a lorry behind us.
Would you please open the door for me? ~ Of course.
Would you mind giving me a hand, please? ~ I'm sorry. I can't at the moment.

There are other ways of making polite requests:

• *Do you think you could ...* • *I was wondering if you could/would ...* • *Would you like to ...* • *Do you want to (just) ...* • *You couldn't ... could you?*

Here are two examples:

Would you like to just move your chair a little?
You couldn't get me some water, could you?

- 5 We can use these question types to make offers:

Can/Could + I/we ...?

Can I give you a lift to the station?

Shall + I/we ...?

Shall we lend you a map?

Would you like ...? (often with food/drink; informally:

Do you want ...?)

Would you like some coffee?

Would you like me/us to ...?

Would you like me to meet Sue at the airport?

Why don't I/we ...?

Why don't I pick up some shopping on my way home?

We can also use these statements:

I can/could ... *I could make a salad for you.*

I'll ... (, shall I?) *I'll put the kettle on, shall I?*

Let me ... (informal) *Let me do the washing-up.*

- 6 To make invitations, we use:

Would you like to ...?/Do you want to ...?

Do you want to come over on Saturday night?

Will you/Won't you ...?

Won't you stay for dinner?

You'll (not 'You will') have to/You must ...

You'll have to come and visit us in Scotland.

We also use the imperative informally:

Have a coffee before you go.

We sometimes use negative forms to persuade people to accept our offers:
Won't you just have a little piece of cake?
Wouldn't you like a quick bite to eat?

Grammar in action

- 4 We use **can**, **will**, **could**, **would**, and **would you mind** to make requests. Here we're on a train:

Could you move your suitcase a little, please? ~ Sure. But *would you mind helping me?* *It's rather heavy.*



- 5 We use **can**, **could**, **shall**, **would you like** and **why don't I** to make offers. We're often at home:

Can I get you something to eat or drink? ~ *If you're sure it's no trouble. ~ I'll make you a sandwich and a cup of tea then, shall I?*

- 6 We use **would you like**, **will/won't you**, and **you'll have to/you must** to make invitations to friends, family and colleagues:

Would you like to spend a few days with us in the summer? *It's lovely here in August.*



D Helping a TV chef

Mark has been chosen from the audience to help a TV chef. Add a word or a short form (such as *won't*) to each of the bold phrases to complete the offers and requests

- BILLY **Could** / **just put the heat up**⁰ under that water? We need to boil some carrots
- MARK OK. I'm doing that now, chef. **I put the carrots in?**¹
- BILLY In a moment. **Would you chopping an onion first?**² We'll need it next.

- MARK I'm sorry, chef. I can't find the onions. I'll have a look around, I? ³
- BILLY If you like. But do you you could peel a couple of apples first? ⁴ I'm going make a sauce.
- MARK No problem. Would you me to slice them up afterwards? ⁵
- BILLY OK, but make the slices very thin, and will check on the water? ⁶
- MARK Sure. I think I've found the onions, by the way. They were in the fridge.
- BILLY They shouldn't be in the fridge! You like to warm them up a little ⁷ before chop them?
- MARK Certainly, chef. I'll put them in my pockets. Why I put the carrots in now? ⁸
- BILLY Forget the carrots, Mark, and make me a cup of tea, will? ⁹



E A flooded house

Gill and her husband Mick and daughter Sara try to help out their friends. Complete their conversation with the words in the box.

could I have to shall me take you like must have do you
speak-up why

- GILL (on phone) Could you speak up ⁰, Sandra? What! That sounds terrible. You'll ¹ stay with us. ² want to come straight over? Excellent! (turning to her husband and daughter) That was Sandra. Their house has been flooded, so I invited them to stay.
- MICK But there's five of them! Would ³ Sara and me to move out?
- GILL Of course not. We'll just have to cope. ⁴ don't I start by making us all some dinner?
- MICK ⁵ I clear out the garage? The twins could sleep there.
- SARA ⁶ put the tent up in the garden? Then Mr and Mrs Marshall can have my room.
- (The Marshalls arrive an hour later)
- GILL Sandra! Bring the family in! You ⁷ something hot to eat.
- MICK Let ⁸ your coats and bags. You must have had a terrible day.

F A formal dinner

Fay arrives at a formal dinner. Match the beginnings and endings of these sentences, and then write them in the conversations so that they all fit.

BEGINNINGS: Would you mind if ... Can we sit... You must try ...
Shall I help ... May I...

ENDINGS: ... you find yours? ... take your coat, Madam? ... I sat next to you?
... anywhere we like? ... this food.

- WAITER May I take your coat, Madam? It's a cold night, isn't it?
- FAY Thank you. Here's my scarf too.
- WAITER There are place names on the table, Madam.
- FAY No, I'll be fine, thanks.
- (LATER)
- FAY Excuse me. I can't find my name, and this place seems empty.
- WOMAN Not at all. It's delicious. Waiter!

11

Suggestions, orders, and advice Shall, let's, what about, etc.

- 1 There are a number of ways of expressing a desire for people to do things – from neutral suggestions:
*We **could** eat before we go out, if you like.*

to strong advice:

*You'd **better** call your mum. She'll be worried.*

- 2 The most neutral ways of making suggestions are:

may/might as well + verb

may/might want to + verb (a polite form)

*It's raining. ~ We **might as well** wait here, then. (= we don't have a better plan)*

*You **might** want to leave your coat here.*

can/could (+ perhaps/always) + verb

could try + -ing **Why not + verb...?**

*We **can** always catch a bus from the centre.*

*You **could** try switching it off and on again.*

*Why **not** ask Dave? He may know the answer.*

- 3 The following expressions show the speaker's desire more strongly:

Shall I/we ...?

(Right/Come on +) Let's + verb (... , shall we?)

Let's not or (informally) Don't let's + verb (... , shall we?)

Why don't I/you/we, etc. + verb ...?

Shall I order a taxi? It's a long way to walk.

Let's have a barbecue on Sunday, shall we?

Right, let's take a break.

Don't let's argue. It's my birthday.

Why don't we just stay in tonight? I'm tired.

How/What about + -ing/noun ...?

What if I/you/we, etc. + past simple? (or present simple informally)

Can't/Couldn't I/you/we, etc. + verb?

How about booking a week's holiday in Spain?

Let's get together. ~ OK. What about Tuesday?

What if we hired a car? It's quite cheap.

Can't we just buy her some flowers?

We use **just** to soften suggestions:

*Let's **just** watch a DVD at home, shall we?*

Grammar in action

- 1 We often make **suggestions** about leisure and travel plans:

*Why don't we drive over to Leeds Castle? We **could** walk about in the grounds, and the kids can play on the slides and things.*



What about flying up to Glasgow, and taking a train into the Highlands?

- 2 We make **suggestions** about food and drink:

MARK *Come on, let's get a pizza.*

JANE *But the sun's shining! **Couldn't** we just buy some things from the supermarket and eat the park?*

- 3 We also make **suggestions/give advice** about ways to solve problems:

*What if you turned the bed on its side? We **could** try pushing it through the doorway perhaps?*



A Making suggestions about leisure and travel plans

Paddy and Dani are planning a holiday. Complete their dialogue with the words and phrases in the box.

about hiring let's take don't couldn't could fly if don't shall we
well can take

DANI Why don't⁰ we spend a few days in Germany? We¹ to Frankfurt and then hire a car.

PADDY Sounds good. But² let's fly. Everyone's saying we should reduce our carbon footprint, aren't they? We³ the ferry to Hague, and drive from there.

WORD FOCUS

To reduce your carbon footprint means to produce less carbon dioxide (by using your car less often, for example).

- DANI What⁴ we took the train from The Hague? That would be even better.
- PADDY Why not? We might as⁵ have a complete change. It could be interesting. But what do you want to do when we get to Germany?
- DANI I know –⁶ a boat down the Rhine,⁷? The scenery is supposed to be great. We could go down to the Swiss border.
- PADDY We would want to stop on the way, though, wouldn't we? How⁸ some bikes, for example, when we get to the Black Forest?
- DANI You've got so much energy –⁹ we just stay on the boat?

B Making suggestions about food and drink

Jeff and his boss Sicelo are expecting a Chinese visitor at the small firm where they work in Durban, South Africa. Make their conversation correct by crossing out ten more unnecessary words after the example.

- SICELO Mr Jinping will be here by ten tomorrow morning. Why not don't we finalize the agenda for the day? We haven't planned lunch or dinner yet.
- JEFF Of course, Mr Shikeca. We might could want to take him to your club in the evening, perhaps.
- SICELO Certainly. But we shall we start with lunch? Why not order ordering some nice sandwiches from that café on Johns Street? You could to go over there this afternoon. I wonder if he's a vegetarian?
- JEFF I could try ring ringing his office in Beijing, sir.
- SICELO Can't just you just make sure there's a good mix of sandwiches? Let's shall have tea at four o'clock.
- JEFF What if I get got one of those cakes from Grace Moffat's shop, Mr Shikeca?
- SICELO Good plan. What about if ordering it this afternoon while you're in town? Oh, and by the way, Jeff – not let's not use those old cups from the kitchen. I've got some smarter ones in my office.

C Making suggestions about ways to solve problems

Jo is emailing Mick about his flat. All the sentence endings in brackets are in the wrong place. Write the correct endings above them.

the walls white or cream or something?

I've had a few ideas about your flat. First of all, why don't you paint / (something cheerful instead?)

They're a bit dark at the moment. Next, you could try (just sell that old motorbike on the balcony?)

The one you've got is enormous. And what if (well throw away that picture of the three old men!)

It would save a lot of space. In the kitchen, how (the walls white or cream or something?) Then you could put lots of things away. And you might as (you replaced the bed with a sofa bed?) I know it was a bargain, but it's depressing. Why not get (about getting one of those really tall cupboards?)

Finally, couldn't you (buying a smaller table.) You never drive it, do you? Hope you don't mind my suggestions. Actually, there is one thing I like – the white vase in the hall. Was it a present?

Love, Jo

Suggestions, orders, and advice Can, could, should, had better, etc.

- 4 We can give advice 'lightly' with some of the expressions we use for suggestions:

Can/Could (+ a question tag); Can't/Couldn't ...?

Why don't/doesn't ...?

*You could take a break now, couldn't you?
Couldn't you just take your laptop with you?
Why doesn't she see a doctor?*

- 5 To give firmer advice, and to ask for advice, we use **should**. Here are some examples. Note that we use **think** and **really** with **should**:

*I think you should take a little more exercise.
Shouldn't you try to save some of your money?
You shouldn't really smoke so much, you know.
Should we ask mum to come and stay?
Don't you think you should wear something smarter?
It's quite a posh restaurant.*

We sometimes use the present continuous form to emphasize the need to act:

*We should be getting home. It's late.
You should be looking for a job, shouldn't you?*

Ought to has the same meaning as **should**, but it's not so common:

*You ought to learn some Greek before you go.
We oughtn't to take all our money with us.*

(For more uses of **should**, see page 36.)

- 6 We often use **had/'d better (not) + verb (+ or + will ...)** in spoken English to suggest there will be a negative result if our advice is not taken. Note that we can use a question tag, and a question form:

*You'd better get some sleep, hadn't you?
Hadn't we better leave? It's getting late.*

We don't, however, use **had better** to talk about the past, or to make positive recommendations:

You'd better You really should/must see the new Picasso exhibition!

- 7 To give the strongest advice – almost an order – we sometimes use **must/mustn't**:

*You must look after yourself better. I'm sure you're eating properly.
You mustn't lend your ID card to anyone else.*

We also use it for strong recommendations:

They must have tea with us when they come. I'd love to see them.

(For more uses of 'must', see page 34.)

Grammar in action

- 4 We give **advice** to friends and family about health and security:

*Couldn't you just cut down a bit on the junk food you eat? And you should think about going to the gym now and again.
You'd better take your passport with you when you leave the hotel. There may be ID checks.*

- 5 We also give **advice** to friends and colleagues about money and careers:

*You shouldn't put all your money in the same place.
Why don't you have a word with my accountant?*



You must ask at the interview about the opportunity for promotion.

D A conversation between a mother and daughter before a trip abroad



Put the words in brackets in the right order. Use capital letters, question marks and full stops where necessary.

LINDA I know you're packing, Sally, but why don't you sit down ⁰ (down / don't you / why / sit) for a chat?

SALLY Because I know what you're going to say. Anyway, ring Amy ¹ (ring / hadn't / better / Amy, / I / I'd) to see what time her Dad's coming in the morning. Could you talk to me ² (talk / we / later / couldn't)?

LINDA No, I shouldn't ³ (we / talk / think / should) now. It won't take long to start, what are you wearing tomorrow?

SALLY I don't know. Anything. What should I wear ⁴ (I / what / wear / should)?

LINDA Well,⁵ (take / to / you / ought) a jumper for the plane. You've still got a cold, haven't you? Also,⁶ (better / some sensible shoes / pack / you'd). It might be a long walk from the apartment to the town. And⁷ (take / the torch / you must) from the kitchen.

SALLY (mobile rings) Mum,⁸ (just / I / can / answer) this call?

E Financial advice on the internet

Look at the home page of a financial advice company based in Sydney, Australia. Complete the text with the words in the box.

could what can't better mustn't don't advise you'd taking you

www.SydneySecurity.com

☹️ Life is short, but surely you can take a few minutes to think about your money, / you? Good. Now, why you start by looking at a question from someone like you?

Q: I've just inherited quite a lot of money from my aunt – should I do? Is it safe in my current account?

A: Well, you worry, for a start. It's safe. But better think about the future, because at the moment, you probably aren't earning more than a couple of dollars a month in interest. You think, for example, about a low-risk investment. We can you on some sensible options.

If you have more questions like this, hadn't you come and see us? At Sydney Security, we believe you should be control of your personal finances. And if you get the money right, shouldn't finally think about giving up that boring job – and setting up your own business? 😊

F Three students make summer plans after their exams

Complete the conversation with the phrases from the box. There are two phrases you won't need.

let's add hadn't better if we don't find be earning shouldn't travel
we take could go we just better not about that not find don't we

SAM Why don't we⁰ do something together? We¹ to France or Spain, couldn't we?

JESS Shouldn't we² some money?

KYLE Why³ jobs abroad? Then we can have some fun and make some money at the same time.

SAM Good idea. What⁴ website, 'jobs abroad' or something?

KYLE Couldn't⁵ head for France and find a job when we get there?

JESS No, Sam's right. We⁶ without finding something first.

KYLE OK. We'd⁷ waste time, though. It's almost July already. Have you got your laptop, Sam?

SAM Sure, it's in my bag. Shall⁸ a look now?

JESS OK. What⁹ put in 'summer jobs plus France plus restaurants'?

SAM Alright, but¹⁰ 'beach', shall we, at least on the first search?

KYLE What have you got? 'The Cannes Beach Pizza House'. I think we're in luck!

Head for is an inseparable phrasal verb meaning 'go towards/travel to'.

WORD
FOCUS

12

Ability, possibility, and certainty Can, could, be able to, etc. for ability

- 1 We use **can** to talk about present ability:
I can see a ship in the distance.
I'd love to come, but I can't ski.

and possibility:
Can you meet me after work today?
We can do the decorating on Sunday.

Note that **be able to** has the same meaning, and that the full negative form of **can** is **cannot**. Both of these expressions are rather emphatic/formal:
Are you sure you aren't able to take any time off?
As a company, we cannot continue losing money.

In fact, we tend to use **be able to** only when we can't use **can** or **could** (see below).

- 2 For general ability in the past we use **could/couldn't**:
When I worked on Stall Street, I could go home for lunch.

For specific actions ('achievements'), we can use **couldn't**, but we can't use **could**.
We couldn't were able to order vegetarian food at the restaurant yesterday.

- except with **see/hear/taste/smell/feel** and only **hardly**:
I could see all of the city from the top of the hill.
We could only get £50 seats.

Alternatives to using **was/were able to** for achievements are **succeeded in** and **managed to**:
Did you manage to speak to your boss today?
We finally succeeded in signing an agreement.

- 3 To talk about ability in the future, we use **can** or **will be able to** if we are making a decision now:
Tom can/will be able to help you tomorrow.

Otherwise we need to use **will be able to**:
If I start learning now, I'll be able to drive by May.

In perfect tenses and the infinitive form, we use **be able to** or **manage to/succeed in**:

I haven't been able to sleep recently.
We hope to be able to move quite soon. ~ Really?
Have you managed to sell your flat?

We use **could have + past participle** for things that people were able to do, but didn't:
You should have rung. We could have met you at the station.

TIP

Grammar in action

- 1 We use **can** to talk about ability – here we're talking about someone's skills:
Ben can mix with all sorts of people, but he can't concentrate for long periods of time.

and possibility: Fran is talking about the weekend:
I can't do anything on Saturday because I'm minding the twins, but I can come round on Sunday if you like.

- 2 We use **could** to talk about general ability in the past. We might talk about when we were younger:
You could get a summer job quite easily when I was at university.

And we use **was able to/managed to/succeeded in** for specific actions. Here we're at a concert:
We managed to get great seats near the front.



- 3 We use **can** and **will be able to** for future ability. We might talk about managing heavy things:
This suitcase is very heavy. Are you sure you'll be able to carry it around all day?

A Talking about ability and possibility

Janet is having a drink with her PA, Mary. Complete their conversation with the phrase in the box.

can you managed to fix can take over can't delegate
haven't been able to to be able to can work for can't talk to

JANET You know we need to find someone who can take over ⁰ while I'm away?

MARY What about Jason? He can't delegate ¹ twelve or fifteen hours without stopping, can't he?

JANET Yes, but he can't talk to ² tasks to others. There's Gemma, of course.

MARY We³ her properly until she gets back from leave, though.
⁴ hear footsteps?

JANET That's Cameron. He's⁵ the computer network, I think. I hope
⁶ promote him to head of IT, but we need his technical input
 at the moment, don't we?

MARY Definitely, yes. Well, we⁷ think of anyone so far, have we?

JANET I know. That's why I want to offer the job to you.

B Past ability

David has retired to the Italian town where he was brought up. He's emailing a friend. If the use of *could* is correct, put a tick. If it's wrong, rewrite the phrase using *be able to*, *manage to* or *succeed in*.



C

Hi Caroline

Well, I ~~could unpack~~ *managed to unpack*⁰ the last of my furniture today. Then, when I took a break at lunchtime, the weather had cleared and I ~~could see~~ ✓⁰ the mountains where I used to go hiking as a child. In those days you ~~could walk~~¹ without all the gear that modern hikers seem to need. You'll be happy to know that I ~~could buy~~² some fresh fish this morning, so I'll make that dish you taught me. Fifty years ago, you ~~could get~~³ fish every day from a fisherman who sold from door to door. This morning I ~~could only find~~⁴ a supermarket after catching a bus! One bit of luck, though: at the supermarket I ~~could get~~⁵ the phone number for a local gardener, who might be able to help me in the back garden. It's still a mess. He ~~couldn't say~~⁶ when he would be available, but it sounds hopeful. Also hopeful is the fact that I ~~could repair~~⁷ the old bike that I found in the garden shed!

Anyway, I hope you're doing well, too. Bye for now, David.

Future ability

Rosa asks her father for a lift. Put positive, negative or question forms of *will be able to* in the gaps. Use short forms where possible.

ROSA *Will you be able to give*⁰ (you / give) me a lift into town this evening, Dad? My car's broken down again, and I need to take some paintings to a gallery opening for seven o'clock.

MARC I can't leave the flat this evening, Rosa. I'm having some friends for dinner, so¹ (I / help) you this time. Why don't you take a taxi?

ROSA I can't take the paintings in a taxi. The drivers never give me time to pack them.

MARC Well, look. If you can come over earlier, around five perhaps,² (we / take) them then, won't we?

ROSA³ (I / come) at five, I'm afraid. I'm having tea with Bruno.

MARC Bring Bruno, then.⁴ (he / help) us with the paintings.

ROSA All right, but⁵ (we / get) to your place until five-thirty. OK?

MARC That's fine. By the way, do you think⁶ (you / sell) any of your paintings?

ROSA Perhaps. I'm hoping that the big one of the two soldiers might appeal to a collector from New York.

MARC⁷ (we / fit) it in the car? Bruno might have to walk otherwise.

Ability, possibility, and certainty

Modal verbs for possibility and certainty

- 4 We can use **modal verbs** to say how likely we think things are (to 'speculate'). We use **might/could/may** to say that something is possible in the present/future:

might/could/may + infinitive without 'to'

He might be at home. Why not give him a ring?

(*Could* = slightly weaker than *may*; *might* = the weakest; *may* = not so common in conversation.)

Note we do not use **could not** in the negative form:

might/may not + infinitive without 'to'

She's got exams soon, so she may not be able to come tomorrow night.

We can speculate about events in progress:

might/could/may + be + -ing form of verb

They could be waiting for us at the restaurant.

And we can speculate about the past:

might/could/may (not) + have + past participle

Paul's very late. ~ Yes. He could have stopped at the shops or something, I suppose.

But note that **couldn't have** has a different meaning from **may/might not have** (see 6 below):

They might not have got your letter. (possibly not)

They couldn't have got your letter. (definitely not)

- 5 We can use **should** (stronger than *might/could/may*) to say that something is/was likely in the present/future:

should/shouldn't + infinitive without 'to'

Jo should be in Mexico by now, shouldn't she?

and for events in progress:

should + be + -ing form of verb

It's six o'clock. Our guests should be arriving soon.

and in the past:

should/shouldn't + have + past participle

Why is there so much traffic? The rush hour should have finished at least an hour ago.

I don't know why that project took Mike and Angie so long. It shouldn't have been difficult.

- 6 We use **must/have to** and **can't** (not *mustn't*, except in a question tag) when we're certain in the present:

must/have to/can't + infinitive without 'to'

She hasn't phoned. There has to be a reason.

Have you seen his car? He must have a very well-paid job, mustn't he? ~ He can't be that rich if he lives here.

and for events in progress:

must/can't + infinitive without 'to' (but not 'have to')

He hasn't come home yet. He must be having fun.

and in the past:

must/can't/couldn't + have + past participle

Look at their faces. The team must have lost again.

~ They can't/couldn't have lost. They've just spent millions on new players!

When people that we expect ring doorbells, phone, arrive at the house, etc., we can use the short form of **will** to mean **must** as above: (noise of car) *That'll be Tim and Sue.*

Grammar in action

- 4 We use **may, might** and **could** to say that something is possible. Here we're in a restaurant:

I can't see Robert. ~ He might be waiting outside, or he could be late, I suppose.

- 5 We use **should** when something is/was likely. Greg and Dani are on a coach:

We should be there by now.

~ I know. It shouldn't have taken us three hours to travel a hundred kilometres!



- 6 We use **must/have to** and **can't** when we're certain about things. We might be discussing a colleague:

Max must be on a diet. He's so thin. ~ I know. He can't have eaten properly for days!

D Where's Hans?

Hans, an actor, is late for the show. Complete the modal verbs in present simple, present continuous (for example, 'They could be waiting for us.') or past form ('He might have got lost').

- BAZ The show starts in fifteen minutes. Where's Hans? He's not answering his phone.
JO He could be (be) stuck in traffic right now. He'll be here in a moment.

- NICK Knowing Hans, he might still¹ (sleep).
- BAZ I don't care what Hans might² (do) at this very moment. I just want him here!
- NICK You're right, Baz. Wait a moment! His wife might³ (know) where he is. Who's got her number?
- JO Hans gave it to Celia a few weeks ago, but she might⁴ (not keep) it for very long. She's always losing things. Shall I ask her?
- BAZ I think so, Jo, I think so. We've got an audience out there. Where is she?
- NICK She might⁵ (have) a coffee with Chris right now. She usually does. I really hope so!

E Waiting for the stars to arrive at a film premiere

Reporter Mina Collins is talking to film fans. Put *can't*, *must* or *should* in the gaps.

- MINA It's seven-thirty. The stars should⁰ have arrived now. They're pretty late. There¹ be at least three hundred loyal fans here tonight. Wait, I can see a limousine pulling into the street beside the cinema. It² only take a few minutes now. Let's talk to some of the fans. Hi there. You're in the front row. You³ have been here for hours.
- FAN 1 I know, but it⁴ be worth it. 'Dangerous Days' is bound to win some Oscars.
- MINA You⁵ have seen it yet, though?
- FAN 1 No. It's based on a brilliant story, though, and it's got some great stars.
- MINA Let's talk to another fan. Hello. You⁶ be very happy, standing in the rain.
- FAN 2 I know. The performance⁷ have started an hour ago. There⁸ be a good reason.
- MINA Look! Someone is getting out of the car – but she⁹ be famous, or the fans would be screaming.

F Interview with an economist

Chris Jones is interviewing Martha Chalker, an economist. Complete their conversation with the phrases in the box.

to be able to won't be able to should begin might change
can can't can't have could have must have made

- CHRIS They say that no one can⁰ predict the economic future accurately. You've been an economist for twenty years. You¹ mistakes.
- MARTHA Of course I have! It isn't an easy science. For example, only a genius² predicted how serious the crisis would be in 2008.
- CHRIS And yet you hope³ tell us about the present crisis?
- MARTHA Well, we do get it right sometimes. As far as the present problems are concerned, we⁴ to see some progress in two or three years' time. That's my view!
- CHRIS If that's the case, you⁵ been happy to read a more pessimistic view in The Times this morning, that we⁶ see any real improvement for ten years or more?
- MARTHA That's life! You⁷ expect everyone to have the same view. And things change too. Even that journalist in The Times⁸ his view.

13 Verb patterns

Infinitive or *-ing*; change or no change in meaning

1 Verbs can be followed by one or more of these four types of clause: **infinitive and *-ing* clauses** (this page); **that and *wh*- clauses** (page 52).

2 Verbs + infinitive/*-ing*: no change in meaning

begin start continue like love
prefer hate

We started to walk/walking at ten o'clock.
He loves to argue/arguing about anything.

Note that:

1) **like to** can suggest a habit you prefer, where **like + *-ing*** suggests something you actually enjoy:

I like to finish my work before I take a break.
I like swimming in the sea.

2) When we use **would/'d** with **like/love/prefer/hate**, we always use the to-infinitive:

I'd prefer to walk.

3) we don't use two ***-ing*** forms together:

I was starting reading to read, but I fell asleep.

3 Verbs + infinitive/*-ing*: a change in meaning

remember forget stop go on regret
try mean

Remember to phone the bank. (= don't forget)
Do you remember visiting York? (= a memory)
I forgot to email George. (= didn't remember)
I can't forget seeing his face when you told him!
(= a memory)

Stop talking! (= to finish doing something)
Did you stop to have a coffee? (= stop one thing in order to do another)

She went on to tell me about her holiday. (= do one thing after another)
He went on talking all night! (= continue doing something)

We regret to inform you that you must buy tickets in advance. (= formal way of saying 'no')

I regret telling him my secret. (= I'm sorry I did)
I'm trying to run a bit every day. (= I'm making an effort to)

Have you tried cooking beef with chillies? (= Have you 'experimented' with chillies?)

He didn't mean to break it. (= intend)

If I take the job, it means moving to America. (= that will be the consequence)

4 Verbs + infinitive, not *-ing*

appear seem tend agree promise refuse
plan prepare afford aim arrange attempt
choose claim decide demand deserve
fail hope learn manage offer pretend
threaten wait wish

I've chosen to study part time. We arranged to meet at six. I'm hoping to find a job.

These verbs are normally followed by **infinitive + object**:

enable encourage force invite order
persuade remind teach tell warn

My parents encouraged me to read for pleasure.
The police persuaded the protesters to leave.

These verbs sometimes have an object:

ask beg expect help intend want

We expected to get some food!
They expected us to wear a silly uniform at work.

These verbs are followed by **object + infinitive**, or by ***-ing*** when used on their own:

allow permit forbid advise recommend

He allowed us to enter. They allow parking here.

Grammar in action

1 A small group of verbs (*like, begin*, etc.) take the **infinitive or *-ing* forms** with no change in meaning. Holly is talking about a hobby:

I love walking. I began to go on hikes as a kid. My own kids prefer to watch TV!

2 A small group of verbs (*remember, stop, regret*, etc.) take the **infinitive or *-ing* form**, but with a change in meaning. Greg is talking about a habit:

I'm trying to stop smoking. Of course, I regret starting in the first place.

3 A larger group of verbs (*appear, agree, afford*, etc.) take the **infinitive** rather than ***-ing*** form. Bob is talking about a new job:

I agreed to work six days a week for a while, but I refused to come in on Sundays, too.



Verbs with infinitive/-ing; no change in meaning

Grace is writing from music college to her younger sister at home. Complete the text with the words in the box.

practising to enjoy to do to listen to get up living cooking to have

Although I miss everyone at home, I like living⁰ on my own. I'd prefer¹ a bigger place, of course. It won't surprise you to hear that I hate² meals and washing up, but I can normally eat in the college canteen anyway. I'm beginning³ my course. I love⁴ to some of the really good pianists and singers, especially at the Friday night concerts. But it will surprise you to hear that I also like⁵ early, so I can do some violin practice before I go to college. Yesterday I started⁶ my pieces at six in the morning. I hope you're continuing⁷ well at school. Give my love to Mum and Dad, Grace.

Verbs with infinitive/-ing, and a change in meaning

Joe and Lara are sharing memories. Complete their conversation with infinitive or -ing forms of the verbs in brackets.

- JOE Do you remember spending⁰ (spend) a month in Ireland when we were kids? Dad mentioned it yesterday when we stopped¹ (have) lunch on the way to Aunt Julie's.
- LARA Of course. In fact I tried² (find) the photos, but I must have lost them. I really regret³ (not look) after that stuff.
- JOE Have you tried⁴ (ask) Dad? You ring him most days, don't you?
- LARA Good idea. But it might mean⁵ (go up) into the horrible attic.
- JOE Well, if you do go up, don't forget⁶ (look) for that gold cup I won on sports day!
- LARA You go on⁷ (talk) about that cup, but I think you're imagining the whole thing. You were useless at sports! I'll never forget⁸ (watch) you fall over in the mud as you were about to take a penalty.
- JOE That's not fair! When will you stop⁹ (remind) me about that?

Verbs with the infinitive

Steve is writing about a summer job. Finish the verbs, using past simple forms. Note that after three of the verbs, you will also need to add the word *me*.

At the end of my first year at university I decided⁰ to look for some summer work. In the end, I managed¹ to find a job with an estate agent on the south coast. On the second day, my boss asked² to visit an old house that seemed³ to float on the sea when you first saw it. In fact, there was a path over the sand that enabled⁴ people to get to the house, as long as they planned⁵ to travel when the tide was out. My boss advised⁶ to dress smartly and to arrive around lunchtime. If the old man who owned the house invited⁷ to eat, we might have time to talk about putting the house up for sale at last! Well, I attempted⁸ to discuss the house, and the owner prepared⁹ to listen, but all he really wanted to do was talk about the sea, and the birds he could watch from his balcony. I hope he was able to spend the rest of his life there!

Tides are rises and falls in the level of the sea; if the tide is 'out', the sea is furthest from the land.

WORD
FOCUS

Verb patterns

Infinitive without *to* or + *-ing*; verbs + *that/wh-* clauses

- 5 Modal verbs are followed by the **infinitive without *to***; also **let** and **make (+ object)**; **had better** and **would/'d rather**:

You should work a bit harder. She let us keep a puppy. We'd better hurry.

Note 1) that we use the **to-infinitive** after the passive form of *make*, and 2) that with *help*, **to** is optional:

I was made to practise the piano every day. He helped me (to) pack.

With the verbs **feel**, **hear**, **notice**, **see**, **watch (+ object)**, we use the **infinitive without *to*** to focus on a completed action, and the ***-ing* form** to focus on an action in progress:

I saw her leave at ten. I saw him talking to Jo.

- 6 Verbs + ***-ing***, not infinitive

admit deny can't face can't help can't resist
can't stand carry on keep (on) detest dislike
resent enjoy fancy feel like finish give up
postpone put off appreciate avoid consider
delay (not) mind imagine involve justify
mention miss practise risk resist suggest

I can't help thinking this is a mad idea.

Do you fancy eating out tonight?

I can't imagine paying that much for a watch.

Notice that all of the verbs above could also be followed by a noun: *I feel like an ice cream.*

- 7 Many verbs connected with speaking and thinking can be followed by a **that-clause**:

I doubt (that) you'll see your money again.

Carol complained (that) her room was freezing.

Using *that* allows you to change the subject of the sentence and to use a modal verb. Note that you don't need to use the actual word *that*.

Verbs followed by ***wh-*** (**what/when/where/which/who/why/how**) are also very common:

I asked her where she got her bag. Could you find out when the train leaves? I didn't hear what you said.

- 1) Verbs followed by **that and *wh-* clauses** include:

admit deny consider think discover find
out explain tell forget remember know
realize understand notice see believe
confirm decide feel guess hear imagine
learn mean predict regret say suggest

- 2) Verbs followed by **that-clauses**, but not normally by ***wh-* clauses** include:

appear seem agree argue admit
complain demand doubt expect feel
hope insist mention pretend promise
remind recommend reply suppose warn

- 3) Verbs followed by ***wh-* clauses**, but not by **that-clauses**:

ask depend discuss mind wonder

Grammar in action

- 4 Modal verbs and a small group of other verbs (*let, make, see, hear, etc.*) can be followed by an **infinitive without *to***. We might talk about free time:
We must let Lola show us that new club. She says we'll love it!



- 5 A larger group of verbs (*admit, enjoy, finish, etc.*) take the ***-ing* form**. Jo's talking about holidays:
Is there something that doesn't involve flying? I can't stand waiting around in airports.



- 6 We use **that or *wh-* clauses** after verbs of 'speaking and thinking'. We might talk about travel plans:
I asked Phil which train he was getting. He promised he would ring me back.

D A very bad day at work

Dee is talking to her flatmate, Liz. Complete their conversation with the correct form of the verb in brackets.

- DEE I'd rather run⁰ (run) away to sea than work another day at that place! My boss made me write¹ (write) my report for a third time today! I can't help thinking² (think) I would be happier serving hamburgers.

- LIZ Don't let your boss³ (destroy) your career. If you just carry on⁴ (work) there a little longer, things might get easier.
- DEE I suppose you're right, but I resent⁵ (be) treated as if I know nothing all day long.
- LIZ After you were made⁶ (write) the report a third time, did your boss accept it?
- DEE Yes, and I would have refused⁷ (write) it again anyway. He said it was quite good in the end.
- LIZ Have you considered⁸ (talk) to him? He might not realize the effect he's having on you.
- DEE Maybe. Anyway, let's stop talking about work. I can smell something⁹ (cook). What is it?

E A meeting with a solicitor

Ray meets a solicitor, John, to discuss his mother's will (the name for a document that describes what should happen to your money/possessions after your death). Complete their conversation with *that* or *what*, *when*, *who*, *why*, *how*.

- JOHN I admit that⁰ it seems strange, but I'm afraid that your mother has left no money at all to you.
- RAY I see. And do you know¹ benefitted from the will, then?
- JOHN I regret that I can't tell you the person's name, Mr Potter. Your mother insisted² it should remain a secret for ten years.
- RAY Really? I wonder³ she did that. Can I ask you⁴ she made that decision?
- JOHN Two years ago, Mr Potter. I understand⁵ it was after she found out that she was ill.
- RAY She often complained that I didn't visit her very often. I explained that my job made it difficult.
- JOHN I think I know⁶ you're thinking. You think⁷ she was punishing you in some way?
- RAY I suppose that it could be the explanation, yes. Can I ask you⁸ long you knew my mother?
- JOHN For about twenty years as a client, I think. But I can't claim⁹ I ever knew her personally.
- RAY I'm not sure that I did either.



F A very difficult year

The managing director of a family business is addressing staff after a bad year. Complete the text with the words in the box.

realize doubt learn persuade prefer involve allow

I realize⁰ that this has been a difficult year, which many of us would¹ to forget. But I think we should try to² where we went wrong. This will³ us time to plan for the future. One easy explanation is that we didn't⁴ enough people to buy our products. But I⁵ that it is as simple as this. I think we need to look at the whole way that we do business. This will⁶ asking ourselves some difficult questions.

14

The passive *My car was stolen, etc.*

- 1 Sometimes the first thing we want to mention in a sentence is the **object**, not the subject. If that is the case, we need to use a passive verb form after it:

Someone has stolen my car.
→ *My car has been stolen!*

Note that intransitive verbs, e.g. *arrive*, don't have passive forms, because they don't take objects.

- 2 The passive voice is formed with **be + past participle**:

present simple: *Shoes are not worn in mosques.*

present continuous: *Our room is being cleaned.*

present perfect: *Everything has been prepared.*

past simple: *Were you shown the letter?*

past continuous: *We were being followed.*

past perfect: *Had they all been invited?*

'will' future: *You'll be given a test paper.*

'going to' future: *We're going to be beaten!*

future perfect: *It won't have been posted yet.*

- 3 In the same way, we can also form passives from **modal verbs**:

Don't worry. It can easily be copied.

from **infinitives**:

I hope to be met at the airport.

and from **gerunds**:

No one likes being criticized.

- 4 Sometimes, where there is a **direct (DO)** and **indirect object (IO)** in a sentence, we can choose which one we want to put first:

They gave the top prize (DO) to Sally (IO).

→ *Sally was given the top prize. OR*

→ *The top prize was given to Sally.*

- 5 All the examples you have seen so far are 'short passives': the 'agent' (the thing that does the action) is not mentioned because it's obvious or not important or not known, e.g.:

We're going to be beaten! by the other team!

But in 'long passives', the agent matters:

Liverpool FC has been bought by American billionaire John Henry.

I'm sure that the film was made by Scorsese.

Note that a passive verb can also be followed by other non-agent prepositions:

Everything was charged to our room.

The tree will be decorated with lights.

Grammar in action

- 1 We use **passives** a) to focus on an action rather than the person who does it, and b) to allow us to choose what we say first in a sentence. Here we're talking about our neighbourhood:

a) *That house on the corner has finally been sold.*

b) *I think it's been bought by a French couple.*



- 2 We use **passives** in descriptions of objects and events. We might be talking about a painting:

'The Bridge' was bought by Lord Alton in 1848, and given to the gallery on his death.



- 3 We use **passives** in academic writing. Here a student is discussing a novel:

Although it was written in 1920, 'The Corsican' wasn't actually published until 1957.

A Focusing on actions

Ryan gets home from college to find his flatmate Rosie looking at photos on the computer. Use the words in brackets to make passive forms in the right tenses.

RYAN When were those photos taken?⁰ (those photos / take) Were you on holiday

ROSIE Sort of.¹ (we / invite) to a wedding in Palma a year ago, and then we stayed on for a few days. I should really be working instead of looking at them. Why have you brought your bike in?

RYAN I've lost the lock.² (it / steal) if I leave it outside. Have you seen Emma, by the way? She was going to cook dinner.

ROSIE No, but³ (the vegetables / prepare). She must have gone out.

- RYAN You know that Lydia's coming to stay, don't you?⁴ (her flat / decorate) at the moment and she can't stand the smell of paint. I don't know where she's going to sleep, though.
- ROSIE⁵ (the sofa / can / move) into the spare room, can't it? It's quite comfortable.
- EMMA (entering with Lydia) Hi! I gave Lydia a lift.⁶ (her car / should / fix) last weekend, but the garage was late again. Have you finished your essay, Rosie?

B Describing events

Damien is making a live report to a TV news studio. Use the words in brackets to make passive forms in the right tenses.

- DAMIEN In the early hours of the morning here on this small street in Manchester, the police were attacked ⁰ (the police / attack) when they arrived to arrest Brian Elsworth on drugs charges.¹ (five shots / fire) from an upstairs window before the police managed to take cover. When² (he / contact) by loudspeaker, he informed the police that he was holding the resident of an upstairs flat as a hostage.³ (the street / close) to the public for twelve hours now.
- MOIRA Damien,⁴ (you / give) any information yet about the charges against Elsworth?
- DAMIEN⁵ (a statement / make) by Chief Superintendent Andy Powell at three o'clock this afternoon.⁶ (we / tell) then that Brian Elsworth was responsible for importing drugs into the UK. Since then, we understand that a police negotiator has been talking to Elsworth, and they are hopeful that⁷ (the hostage / free) before nightfall.
- MOIRA Do we know anything about the hostage, Damien?
- DAMIEN⁸ (his name / not release) until the crisis is over, apparently. We understand, however, that he is a university student.
- MOIRA Thank you very much, Damien. Viewers may wish to know that⁹ (our website / update) as this story develops.



C Academic writing

Val is writing an essay on inflation. After the example, six more verbs should be made into passive forms. Find them and correct them.

be defined

Inflation can / define as a general rise in prices. Such rises measure by the cost of an agreed group of products and services over a period of time. It has argued that moderate inflation is the sign of a healthy economy, but from a political point of view, there are two dangers. Firstly, there is the simple fear in ordinary members of the public when they see the value of their savings reducing by inflation. In this situation, politicians blame, even when the causes of price rises are global rather than national. Secondly, as prices rise, people naturally tend to shop less and the economy damages further. Once more, political parties can expect to criticize, as shops and businesses suffer or close. This is why governments fear inflation and will do almost anything in their power to avoid it.

The passive

Have/get something done; reporting verbs; made to, etc.

- 6 The form **have + something + past participle** can be used in two ways: 1) to say that we have arranged/are arranging a professional service or for professional help:
- I'm going to have my hair cut tomorrow.*
 - I had my eyes tested this morning.*
 - I've had the car fixed. It was expensive.*
- 2) to describe something negative that's happened to us (usually injury or theft):
- He had his leg broken in the match.*
 - We had all our money stolen.*
 - They've had their flat burgled.*
- 9 Note also 1) it is possible to have a passive form of a **verb + preposition**:
- The reporter was **shot at**.*
*I was **read to** every night as a child.*
- 2) We can say that something **needs to be done** or **needs doing**:
- Your car **needs to be washed**.*
*This room **needs tidying** before our guests arrive.*
- 3) The passive of **make** (meaning 'oblige') needs the **infinitive with to**:
- I was **made to practise** the piano every day.*

Note that in all the examples above we quite often replace **have/had** with **get/got**, except in the present perfect forms c. and f.

- 7 We sometimes replace **was/were** with **got** in past simple passives to emphasize an action:
- Our project **got cancelled**, I'm afraid.*
*Tom **got stopped** by the police again.*
*A tourist **got attacked** by a shark yesterday.*

This form isn't always negative:
*They **got married** in Bermuda, didn't they?*

- 8 The passive forms of a small group of reporting verbs can be used to give news/information. Here are some examples in the two main patterns:
- It + be + past participle + that**
It is believed that he escaped on a boat.
It has been said that reclusive millionaire Howard Hughes never cut his nails.
It is understood that the treaty will be signed today.
 - Third person singular/plural + be + past participle + infinitive**
Senator Davis is thought to own several guns.
Children are known to be working in the factory.
He is reported to have left the country.

Grammar in action

- 4 We use **have/get something done** to talk about the professional services that we arrange for ourselves and our family:

We're going to have the back windows painted, and a barbecue built in time for the summer.



- 5 We sometimes use **had something or got + past participle** to describe a negative situation. Here we're talking about a holiday that went wrong:

I had my credit card stolen from my bag, and then our flight home got delayed by six hours.



- 6 We use passive forms of **reporting verbs** to give news/information. We might talk about an accident:

It is thought that the train went through a stop signal outside York. No one is reported to be seriously injured, however.

D A busy Saturday

Ivor is talking to his daughter Katia. Change the bold parts of the conversation so that other people do the work, instead of Ivor or Katia.

IVOR Where are you off to, Katia? Are you going **to fix your bike**?

to get your bike fixed? ⁰ (get)

KATIA Not right now, dad. **I have to cut my hair first.** ¹ (get)

IVOR I thought **you did your hair last week.** ² (have) Anyway, can you remember to get home by four?

- KATIA I think so. **I'm taking some photos**³ (get) for my Indian visa at three.
- IVOR OK. By the way, **have you done your injections yet?**⁴ (have) You'll need an appointment at the doctor's.
- KATIA **I'll book it**⁵ (get) later today. What's happening at four?
- IVOR Well, **I'm servicing the car**⁶ (get) this afternoon, and someone needs to be at home for the carpet people.
- KATIA **Are we cleaning the carpet again?**⁷ (have) We seem to get it done every month.
- IVOR That's because you seem to have a party every month!

WORD FOCUS

1) If the police believe that a man/woman has committed a crime, then they will charge him/her with the crime, and a trial will take place in court.

2) A *bribe* is normally a sum of money paid illegally to influence someone to do something.

E A missing senator is discovered in Puerto Rico.

Jess is listening to the radio news in Florida. Use the words in brackets to complete the report.

"Welcome to the one o'clock news. In the last few minutes, it has been reported⁰ (it / report) that missing politician Jackson Taylor¹ (just / find) in Puerto Rico. It is understood that² (he / discover) this morning in a hotel in the capital, San Juan.³ (Mr Taylor / think) to have died in a road accident in his home town of Tampa, Florida, until a photograph taken by a holidaymaker in the Bahamas appeared on the internet. Senator Taylor is believed⁴ (travel) to Puerto Rico via Haiti in the last few weeks.⁵ (Jackson Taylor / know) to be responsible for accepting more than a million dollars in bribes from a Tampa-based casino chain. Police picked Mr Taylor up this afternoon as he was swimming in the hotel pool. It is understood that⁶ (he / charge) with bribery tomorrow at the central court in San Juan."

F A bad start to the week at work

Luc and Parul are junior employees at a photo agency. It's Monday afternoon. Complete their conversation with the words in the box.

be shouted **been** by are had asked being couldn't got

- been
- LUC What's the matter, Parul? You look as if you've / fired.
- PARUL It's not as bad as that, but our project just cancelled. We had been to give a presentation to Stella, and then, at the end, she said that the project be supported by this year's budget.
- LUC Oh dear. Perhaps you'll given another chance next year.
- PARUL I doubt it. Anyway, how was your trip to Sweden?
- LUC Not great. We took some good photos in the first few days, but then we all our equipment stolen from our car while we were having lunch.
- PARUL That's terrible. Did you get at when you got back to the office?
- LUC A bit. The cameras covered by our insurance, of course, but we lost a lot of work.
- PARUL Is Tom in today? I need to have a quick word with him.
- LUC No. He's been sent Stella to take some photos of the new hospital that's built outside Cambridge.
- PARUL I'll give him a ring, then. Shall we get a cup of tea? Maybe the rest of the week will get better.

15 Phrasal verbs

Transitive phrasal verbs

1 Verbs can combine with particles (adverbs or prepositions) to make phrases whose meanings are easy to understand: *Please come in and sit down.* or difficult to guess: *I came across an old photo today.* (*come across* = *find by chance*)

Because there are so many, it can be helpful to divide them into groups. In this unit, we look at phrasal verbs e.g. *get up*; and in Unit 16 we look at prepositional verbs e.g. *look after*, and three-part verbs, e.g. *put up with*.

2 Phrasal verbs are common in spoken English, but can also be used in writing. Sometimes they have exactly the same meanings as more formal one-word verbs, e.g.:

find out = discover **leave out** = omit

make up = invent **turn up** = arrive

go away = disappear **throw away** = discard

It can be useful to divide phrasal verbs into two groups: **intransitive** (without an object), e.g.: *I'm afraid the car broke down again.*

and **transitive** (can take an object): *Can you turn the TV on, please?*

But note that some phrasal verbs can be used transitively and intransitively with a change in meaning, e.g.:

(at airport) *When do we take off?* (intransitive)
Do take your coat off. (transitive)

3 Transitive phrasal verbs

These verbs can either stay together or separate:

I want to finish off my essay first.
I want to finish my essay off first.

But note that they always separate for a pronoun: *Take it back if it doesn't work.*

and tend to stay together before long objects: *You should look up all the words you don't know first.*

(See also page 60 for a small group of verbs that always separate.)

4 Here are some of the most frequent transitive phrasal verbs, grouped by particles. Use your dictionary, if necessary, to check their meaning.

up: blow up bring up catch up draw up
drink up eat up fill up give up hold up
keep up look up make up pick up put up
ring / phone up save up set up show up

Shall I pick you up at the station?

out: blow out carry out check out cross out
find out hand out read out leave out
point out print out rub out sort out take out
try out work out

I'll hand out some copies later.

off: call off drop off finish off get off lay off
put off switch off take off tell off

Can you drop me off on Baker Street?

on: get on put on try on take on turn on

Would you like to try on this suit?

Grammar in action

1 We use **transitive phrasal verbs** to describe everyday actions. Here we're talking about jobs around the house: *Where shall we put this picture up? ~ Let me just finish off the washing-up, and then I'll have a look.*

and we might also talk about meeting people/giving lifts, etc.: *If you get off the bus at the corner of Queen's Square, and give me a ring, I'll pick you up.*



2 We also use **transitive phrasal verbs** to discuss business. Here we're talking about problems at work: *Unless we can sort out our cash flow, we'll have to lay off some of our part-time staff.*



A Jobs around the house

Sharon's parents are going to stay at her flat. Her flatmates have agreed to help her get ready. In the bold parts of the conversation there is an extra word. Cross it out.

SHARON **Have you made the beds out up yet, Dave?** ° We've only got an hour before they arrive.

- DAVE I made up them up this morning. ¹ Don't worry. Are you taking keeping that rubbish out, Kit? ²
- KIT I'll do it in a moment. I was going to put the casserole in, but I can't work on out if this oven is working. ³
- SHARON I may have taken switched it off. ⁴ I'm sorry. Turn it on it at the wall, Kit. ⁵
- DAVE I've just checked out off the lamps in the bedroom. ⁶ Neither of them works. Do you think that shop on Stall Street is still open?
- KIT Why don't you ring up them up and find out? ⁷ I could cycle down there.
- SHARON I've just had a text message from dad. They're showing up on early. ⁸
- KIT Could you ask them to hold pick up a couple of light bulbs? ⁹



B Meeting people and giving lifts

Bob is emailing his younger sister, Mandy, for help organizing a birthday party for their mum. Complete the text with the verbs in the box. There are two that you won't need.

pick pick fill look drop put take meet get keep

Thanks a million for helping out! It's going to be a complicated weekend, so try to keep ⁰ up with me! I'm going to ¹ the kids off first at Gabriel's, so we can get things done. To begin with, could you possibly ² Mum up at Dalston Station? I suggested that she should ³ off there, because it's easier to park outside. By the way, are you OK to ⁴ Mum up on Saturday night after the party? You've got a bit more space than me. Meanwhile, I'll need to ⁵ up some extra chairs from Steve. Then you, me and Mum can ⁶ up at my place for tea. Does that sound OK? I'd better go and ⁷ the car up. It wouldn't be great to run out of petrol halfway across town tomorrow!

C Discussing business

Zelda discusses a new product with colleagues. Complete their conversation with *off*, *up* or *out*.

- ZELDA I've printed out ⁰ the latest sales figures. Can you hand them ¹ for me, Brian? As you can see, they're not fantastic. It looks like the Game Pad 2 hasn't really taken ².
- BRIAN One of the problems, I think, is the contract we drew ³ with the manufacturers. The wholesale price of the Pad is simply too high.
- CLARE That may be the case, but I believe that there are some marketing problems to sort ⁴ as well, if we really want to take on our competitors.
- ZELDA Perhaps. I know that Phil and his team want to try ⁵ a new advertising campaign, but I'm a bit worried about throwing good money after bad.
- BRIAN Did you read Colin's email this morning? He wants us to set ⁶ a deal to distribute the Pad in South America. There's a small company there who might be interested.
- ZELDA Well, we can check that ⁷. It sounds as if we're going to give Game Pad 2 a second chance.

To throw good money after bad means to spend more and more money on something that may never be successful.

WORD FOCUS

Phrasal verbs

Intransitive phrasal verbs; meanings of particles

- 5 There is a small group of transitive phrasal verbs – **bring round, call back/over, invite out, talk round, tell apart** – that always separate for a direct object, whether it is a pronoun or not:
- I'll bring the car round while you pay.*
Shall we call the waiter over?
I invited David out, but he wouldn't come.
I tried to talk her round, but she wouldn't change her mind.
Can you tell the twins apart?

6 Intransitive phrasal verbs

There are fewer intransitive phrasal verbs in common use. Here is a short list of the most frequent, in alphabetical order. Use your dictionary, if necessary, to check their meaning.

carry on come along come on come over
eat out end up get back get out
get up go ahead go back go off
go on hang on hold on join in look out
move in / out ring off run away set off
shut up sit up stand up wake up

Let's eat out tonight. We need a change.
We got lost and ended up where we started.
Gill went off somewhere on her own.
She rang off before I had a chance to ask her.

Note how some of these phrasal verbs are used on their own (as 'imperatives'):

Come on! We've only got ten minutes.
Get back! There's a train coming.
Please go ahead. I'll catch you up later.
Hang on! You're walking too fast.
Look out! There's a car coming.

- 7 Some particles have a kind of meaning that can help you understand a transitive or intransitive phrasal verb:

up = increase and 'completely':

The cost of living is going up. We'd better fill the tank up. They've eaten everything up!

down = direction 'downwards':

Please turn your radio down. They're knocking that house down. Did you note down his number?

on = connect, continue and wear:

Get the fire on! I'm cold. He carried on working into his eighties. Put a jumper on.

off = leave, disconnect:

They drove off ten minutes ago. Did you switch off the cooker? He rang off without saying goodbye.

out = direction 'outwards and away':

Will this stain wash out? Let's share out these pizzas. Call out her name. She must be here.

Grammar in action

- 3 We often use **intransitive phrasal verbs** when talking to friends, and in informal situations. Here a couple are discussing a day out:

Dave and Sue are making a trip to the sea tomorrow. Shall we join in? ~ Only if they don't set off too early!

and here are two friends on a country walk:

It's getting dark. Shall we carry on or go back? ~ I'm not sure. Shall I go ahead and see where the path ends up?



- 4 We use **come on** and **go on** more than any other phrasal verbs, to get people to act, and to talk about things beginning and continuing. Here we're trying to get someone out of bed:

Come on, it's twelve o'clock! There's a whole world going on outside your bedroom!

D A cycling holiday

Owen is cycling unhappily with his parents. Circle the right options.

DAWN Come on, Owen, try to catch up / catch on⁰. We've only got a few miles to do.

OWEN Why don't you two go out / go ahead? ¹ I'm tired.

DAN You can't get off / go off² on your own. Where will you end up / end out³ without the map?

DAWN Look on / Look out, ⁴ Owen! You're going to hit that tree! You need to keep your eyes open.

- DAN Let's stop for a break. Look, Owen, it'll get easier as the week *gets on / goes on*.⁵ You just need to get used to it.
- DAWN And if we *set off / set up*⁶ early tomorrow, we should be able to cycle to the coast. That'll be nice.
- OWEN *Hang on / Hang out*⁷ a moment. I thought we were going to get up late and go for a drive tomorrow?
- DAN You can't see all the things that are *going up / going on*⁸ in the world from a car, Owen. That's why we're on a cycling holiday.
- DAWN Break over! *Come out / Come on*,⁹ let's get going again!

E A birthday cake with candles

It's early evening, and Susie and Peter are celebrating the birthday of their baby daughter, Amelia. Complete their conversation with the phrasal verbs in the box.

blow up blow out switch off come over try on eat up read out

- SUSIE Let's *switch off*⁹ the main light, and sing 'Happy birthday.'
- PETER (after the song) Are you going to¹ the candles on your cake, Amelia? Blow as hard as you can, Amelia! I'll give you a bit of help. That's it!
- SUSIE Let's² some of your cards, shall we? Peter?
- PETER Of course. This one is from Auntie Julia in Australia. She says, 'Happy birthday, Amelia. Make sure you³ all your cake.'
- SUSIE And this one is from Uncle George. He's going to⁴ to see you tomorrow. Look Amelia. It's a picture of a tiger.
- PETER Do you want to⁵ your new sweater, Amelia? Or shall we⁶ some balloons?
- SUSIE She's looking a bit tired, Peter. It's been a long day. Time for bed, I think.

F A meal out with a workaholic

Bart and his wife Celia are in a restaurant with Celia's parents. Complete their conversation with the verbs in the box, and add *out* three more times.

call save sort apart away on

- HARRY Eat up! We've still got desserts to come. I should point / that The Holly makes the best desserts in England. Bart, do you ever switch that phone off? They'll kick you out of the restaurant!
- BART Sorry, Harry. I had to finish off my emails. I'm trying to out a problem at work.
- LIZ We won't invite you with us again, Bart, if you can't forget work for an hour or so! Shall I the waiter over? We need some more drinks.
- HARRY Alright. Which red wine do you prefer, Bart, the Italian we had first or this French one?
- BART I can't tell red wines, actually. I'll have a coke, and no dessert, thanks.
- CELIA Bart, this is the first time we've eaten in ages. Try to enjoy yourself.
- LIZ Harry was the same, actually, when he was Bart's age. I planned to run once, just to escape the office talk.
- CELIA What a good idea! I'll start to my money up. I've always wanted to go to New Zealand.
- BART Hold a moment. There's still time for me to change. I'll have the chocolate tart!

WORD FOCUS

A *workaholic* is someone who is 'addicted' to work. It comes from 'alcoholic' (person addicted to alcohol). Informally, we sometimes also say 'shopaholic' (someone who shops all the time), and even 'chocoholic' for a chocolate-lover.

16

Prepositional verbs

Cope with, go up, listen to, etc.

- 1 Prepositional verbs consist of **verb + preposition + prepositional object**:

I'm looking for a paintbrush.

Unlike phrasal verbs (see Unit 15), the object always follows the particle/preposition, even if it's a pronoun:

I'll cope with it. ~~it~~ with. (cope with = handle, deal effectively with)

Because the same verbs/particles are used, it's not always easy to see the difference between phrasal verbs and prepositional verbs. For example, **go up** can be an intransitive phrasal verb:

Prices are going up again.

or a prepositional verb:

They went up the road together.

- 2 Sometimes the preposition just gives 'direction' to the verb, and the meaning is easy to see:

*I've listened to that CD ten times already.
She doesn't agree with me at all.*

At other times, as with some phrasal verbs, the meaning is not so obvious:

You can count on me. (= trust me/depend on me)

- 3 Some prepositional verbs have the same meaning as more formal one-word verbs, e.g.:

look like = resemble **ask for** = request

stand for = tolerate **think about** = consider

I won't stand for that kind of behaviour!

But in general, prepositional verbs are neutral rather than informal, and are used in formal writing as well as speaking.

- 4 Some prepositional verbs take a **direct object** as well as a prepositional object:

*This spray will protect you from insect bites.
The organizers provided us all with maps.
Can you remind me of your company's name?
Thank you for your support today.*

- 5 Here is a short list of prepositional verbs. Use your dictionary, if necessary, to check meanings.

about: bring about, worry about

after: take after, ask after, look after

as: be known as, be seen as, be regarded as

at: stare at, smile at, laugh at, be aimed at

for: go for, play for, care for, live for, be jailed for, make for, apologize for, call for, use for

from: come from, suffer from, differ from

in: succeed in, believe in, result in

into: break into, get into, look into, run into, check into, be divided into

like: look like, feel like, sound like

of: think of, hear of, consist of, approve of

on: bet on, depend on, lean on, be based on, spend on, concentrate on, rely on, call on

through: get through, go through, drive through

to: belong to, object to, lead to, keep to, refer to, happen to, be related to, point to, respond to

with: agree with, deal with, start / begin with, fill with, be charged with, be covered with

Grammar in action

- 1 We use **prepositional verbs** to describe the relationships between people. Here we're talking about our friends:
I don't always agree with Pam, but I depend on her advice. She knows what she's talking about.
- 2 We use **prepositional verbs** to describe actions at home and at work. We might talk about everyday tasks at home:
I'm looking for the gas bill. I've gone through all the papers on the desk, but it's not there.
- 3 We also use **prepositional verbs** to describe causes and effects. Here we're talking about town centres:
Poor street lighting can result in road accidents.

A Talking about our relationships

Helen is doing Mukami's make-up for a TV show. Complete their conversation by writing one word in each gap.

HELEN Where does your mother come from originally?

MUKAMI Kenya. People say I take¹ her, but I'm quite different really! She's not very well these days, actually. Her legs hurt, and she's still dealing² the death of my father a year ago.

HELEN She's in Leeds, isn't she? Is there anyone to look³ her there?

MUKAMI She knows she can call⁴ me. It's only a train ride. But on a daily basis, a woman called Diana cares⁵ her. She's related⁶ us, actually, but very distantly.

HELEN It sounds⁷ she's OK, then.

MUKAMI I guess so. She doesn't have to worry⁸ money, anyway, after my recent success on TV. Though I have to add that she doesn't approve⁹ my life as an actress!

B Everyday tasks at home

Piotr is trying to repair the washing machine. Complete their conversation by choosing the right verb, and writing it in the correct form.

PIOTR I haven't succeeded ⁰ (result / deal / succeed) in fixing the washing machine.

DOROTA It's gone wrong several times now. We need to call someone to look into it. What are you¹ (stare / aim / regard) at?

PIOTR I can see water² (bring / come / get) from the back of the machine now! The kitchen is going to³ (fill / cover / consist) with soapy water in a minute. I'll⁴ (use / get / call) for a plumber, shall I?

DOROTA No, I'll do that. You should⁵ (rely / deal / concentrate) on the water. (Returning after making a call). They seem to be very busy. But it⁶ (hear / sound / point) like someone will be here in about an hour. (She starts to laugh.) You're⁷ (cover / fill / spill) with soap and water! You⁸ (see / sound / look) like the dog when we give it a weekly wash.

PIOTR It's good that I can⁹ (expect / rely / ask) on you for your support! You could at least make me a cup of tea.



C Cause and effect

Here is a short article on TV. Complete the text with the phrases in the box.

have brought about a worrying increase comes from a natural desire
has contributed to their personal difficulties is leading to a much bigger choice
this has also resulted in a fall

Reality TV describes programmes in which members of the public take part as themselves.

WORD FOCUS

The digital revolution in TV is leading to a much bigger choice ⁰ of programmes for the viewer at home. Satellite and cable options mean that the consumer is able to choose from thirty or forty channels every evening. But experts fear that¹ in overall standards. Media analyst Gerry McGovern recently commented, "The expansion in channels² to offer specialist programmes to specific audiences, but it seems doubtful that the quality of broadcasting can be maintained." He also suggests that satellite and cable services³ in the amount of reality TV. Indeed, media experts are currently responding to complaints about the way in which participants in programmes of this type are treated, claiming that in some cases taking part⁴, rather than helped them.

Prepositional verbs

Three-part verbs

- 6** **Three-part verbs** (phrasal prepositional verbs) consist of a verb, an adverb particle and a preposition:

I'm looking forward to this film!

Do you get along with Sue? (get along/on with = like each other)

These verbs always have a prepositional object (e.g. *this film* above), and cannot be separated – unless they take a direct object (see 2 below).

- 7** A small group of three-part verbs can take a **direct object** as well as a prepositional object:

fix ... up with let ... in on put ... down to
take ... out on take ... up on talk ... round to

Could your brother fix me up with a car? (= help me to get a car)

I'm going to let you in on a secret – Milly is pregnant.

He puts all his success down to hard work.

Don't take your stress out on me! (= make me suffer because you are stressed)

Thanks. I'll take you up on your offer of a lift.

I didn't agree at first, but she talked me round to her idea.

- 8** Here is a list of the most frequent three-part verbs, grouped by the main verb. Use your dictionary, if necessary, to check their meaning.

get: get out of get back to get on with
get away with get off at get away from
get down to get through to get round to

It's a contract. You can't get out of it.

go: go out for go over to go along with
go through with go out with

She couldn't go through with the wedding.

come: come out of come in for come up with
come up against come down with

The Prime Minister has come in for a lot of criticism.

catch: catch up with catch up on

cut: be cut off from cut back on

look: look down on look in on look out for

Let's catch up on each other's news!

Look out for Anne when you're there.

+ do away with end up with face up to
feel up to hold on to keep up with
listen out for live up to make up for
put up with run out of watch out for

I'm tired. I don't feel up to Bob's party.

I forgot Sam's birthday. How can I make up for it?

It's quite normal to finish a sentence with a three-part verb:

Who is Katy going out with?

This is the station we get off at.

Grammar in action

- 4** We use **three-part verbs** to talk about movement. Here we're talking about a short holiday:

Then you just get off the train at Brighton, and walk down to the sea! ~ Great! I'm really looking forward to getting away from London.



- 5** We use **three-part verbs** to talk about difficulties. Here we're talking about a family member:

I just can't get through to my brother. He won't listen. If you can come with any ideas, I'd be very grateful!

D Keeping a promise

Kirsty gets home from work and chats with her flatmate. Complete their conversation by putting one word in each space.

KIRSTY Where's Hugh? I've been trying to get through⁰ to him all day, but he's not answering his phone.

PARESH He's just gone out¹ a pizza. If you run, you might be able to catch² with him.

KIRSTY I don't really have time. I'm going over³ Sue's, and I need to get changed first.

- PARESH She's just come⁴ of hospital, hasn't she?
- KIRSTY That's right. I made a promise to cook her dinner until she can use her right arm again. I'm far too kind. I'm really tired, but I can't get out⁵ it now! What are you up to, anyway?
- PARESH I'm trying to keep up⁶ all my college work at the moment. There just isn't enough time.
- KIRSTY Tell me about it! I'm trying to get⁷ from work for a couple of days next week. You can't fix me⁸ with a holiday, can you, while you're on the computer?
- PARESH I'll see what I can do. Look, I'll try to visit Sue later this week to give you a break. How do you get to her place?
- KIRSTY Just get⁹ the tube at King's Cross, and it's a five-minute walk.

E Thinking about changing direction

Mark is unsure whether he should be studying law, and emails his sister in Canada. Complete the text with the words in the box.

face get for up down

X

Hi Felicity

I'm writing to you because I can't get / to my last essay of the term. I tried going out a walk to clear my head, but it hasn't helped! If I can't round to it today, I'll miss my deadline again. I wonder sometimes if I'm doing the right course. Perhaps I'm just trying to live to dad's expectations, and not really succeeding? That's what it feels like sometimes. A voice in my head says, 'Why don't you up to the fact that you'll never become a lawyer?' I hope you don't mind me writing like this. Hope life is good for you in Canada.

F Driving medical supplies to a village

Nadine and Alain work for an aid agency. Complete the words in their phone conversation.

- NADINE Hi, Steve. Can you re^{mind} ⁰ me of the deadline for getting medical supplies to the village hospital?
- ALAIN Sure. It's mid-November, before the monsoon season starts. We'll m.....¹ for the village in one of the lorries, deliver the supplies, and then try to get back to the airport before the rain comes.
- NADINE I've been l.....² out for news, but I haven't heard anything from the senior doctor at the hospital.
- ALAIN No, nor have I. Have you c.....³ into your hotel yet?
- NADINE No, I'm still at the lab in town. They've r.....⁴ out of blood, so I'm waiting for a new delivery.
- ALAIN We'll need to re.....⁵ on Jack Brody to drive us to the village. He's the only driver left.
- NADINE I thought we might e.....⁶ up with him!
- ALAIN I know he's re.....⁷ as a rather dangerous driver, but we haven't much choice.
- NADINE Oh well. He'll pr.....⁸ us all with some good stories, anyway!

17

Indirect speech *He said he'd lost his keys.*

- 1 We often **report the things people say** hours or days later and in a different place, so it's logical to make some changes. If Mia says:

I'm not going to class this afternoon.

we would probably make three changes when reporting it a day later:

Mia said (that) she¹ wasn't going² to class yesterday afternoon³.

- The following pronoun changes (1 above) normally take place:

I → he/she; we → they; my → his/her; our → their:
'My feet are sore.' → *He said his feet were sore.*

- Verb tenses (2 above) usually 'take one step backwards' in reports:

present simple → past simple; present continuous → past continuous; present perfect → past perfect

will → would; can → could; may → might:

'I've lost my keys.' → *He said he'd lost his keys.*

'Sheila can give you a lift.' → *Bob told me that Sheila could give me a lift.*

- And a number of time and place words (3 above) may have to change, unless the conversation is reported very soon afterwards:

this → the; here → there; now → then/at that point/-

today → that day; yesterday → the previous day/
the day before; last night → the previous night, etc.

tomorrow → the next day/the day after/the
following day; ago → before:

'This restaurant is nice. I ate here two days ago.' →

She said that the restaurant was nice and that she had eaten there two days before.

- 2 To report a **question** we normally

- 1) make the changes described above;
- 2) drop **do/does/did**, and the question mark;
- 3) put the subject before the verb;

- 4) add **if/whether** to yes/no questions;

- 5) use the verbs **ask, wonder** or **want to know**, but not **say** or **tell**:

'What do you want to eat?' → *She asked us what we wanted to eat.*

'Did you find your passport?' → *He wanted to know I had found my passport.*

'Is Sally still planning to sell her house?' → *Margot wondered if you were still planning to sell your house.*

To report/summarize conversations, we often use **talk about/tell someone about** in the past continuous:

Mike was talking about the new Orlando Bloom film. It sounds good.

Greg was telling me about his cat. It's really tiny, and it sleeps under his bed apparently.

Grammar in action

- 1 We use **reported speech** to talk about what our friends/flatmates/family have said, or to gossip. Here we're describing an incident in a restaurant:
- And when the bill came, he said he was sorry, but he had left his wallet at home!*

- 2 We use **reported speech** to talk about what our classmates/colleagues have said at college or at work. Greg is talking about a colleague:
- I asked Jo if she was happy at work. She said she was feeling under a lot of pressure.*

- 3 We also use it to talk about what professionals such as doctors and teachers have said:
- Anne's maths teacher told me she would do really well in the final exams.*

or what we have heard on the TV/radio:

They said that the film 'Daylight' had won all the Oscars this year.



A Talking about what our friends and family have said

Look at the conversations Jeff had yesterday, and then complete his report to his friend Kat.

JEFF: You haven't done any of your washing-up again. ~ JOHN: I don't have time. I have to get to college.

JEFF: I'll have a cup of tea if you're making some. ~ SONYA: I'm not your servant!

STEVE: I can't work while you're all talking. ~ JEFF: I'm going out for some fresh air.

I'm having a difficult time with my flatmates at the moment. Yesterday I told John that he hadn't done any of his washing-up.⁰ again. He said that because¹ to college. Then he went to his bedroom, and I noticed Sonya in the kitchen, and so I said that if² some. She replied that³ servant! Finally, Steve looked up from his computer and told us that while⁴ talking! So I just said that⁵ for some fresh air. Perhaps the flat is too small for the four of us.

B Talking about what people have said at work

Look at the conversation Stella had in New York, and then complete her report to her colleague Mike.

PAMELA: I'm feeling very positive about transferring your musical to Broadway. I had a meeting with some producers this morning. While you're here I'll introduce you to an actor who wants to audition for the main role. ~ STELLA: What musical parts has he played before? ~ PAMELA: He was amazing in a live TV show two days ago on NBC. He may be free for dinner tonight or for lunch tomorrow at 'Capri's'.

I met Pamela Pearce in New York on Wednesday last week. She said she was feeling very positive about transferring our musical to⁰ Broadway. She told me that¹ morning. She also said that while² role. I wanted to know³ before. She said that⁴ NBC. She told me⁵ 'Capri's'.



C What professionals have said, and what we've heard on TV / radio

Look at the things Brian heard and said on Monday. Then complete his conversation with Colette.

RADIO: There is going to be heavy rain today. • BRIAN: What's the problem with the engine? ~ MECHANIC: You won't be able to drive your car without a full check-up at the garage. • POLICEWOMAN: Your Managing Director was arrested yesterday evening at home. ~ BRIAN: What has he done? ~ POLICEWOMAN: We believe he hasn't paid any tax for ten years.

COLETTE What kind of week have you had?

BRIAN Not great. On Monday, they said on the radio that there was going to be heavy rain that day.⁰ So I decided to drive to work, rather than take the bike. But my car broke down halfway there. A guy came quite quickly from a local garage, though. I asked him¹ engine, and he said that² without a full check-up at the garage. So I had to get a taxi to work.

COLETTE Great start to the week!

BRIAN Exactly. Then a policewoman visited us at work later the same day. She told us that³ home. Of course I wanted to know⁴ wrong. She said that they⁵ years!

Indirect speech

Reporting in the same tense; reporting verbs

- 3 There are some situations where we don't change the verb tense:

1) when the **reporting verb** (the verb we use to introduce the report) is in the present, present perfect or future tense:

*Barry says he's leaving. Do you want to say goodbye?
I've asked Sara if she wants to stay to dinner.
We'll say we can come.*

2) if the original verb was **could, might, should or would**:

'We might still get tickets.' → *Greg said we might still get tickets.*

3) if the original verb was in the past perfect tense:

'I hadn't been to Paris before 1980.' → *He told me he hadn't been to Paris before 1980.*

Note also that if the original statement is still true, we can choose whether to change the tense:

'I'm sixty next month.' → *He said he is/was sixty next month.*

'I don't have a car.' → *Tom said he doesn't/didn't have a car.*

- 4 In the examples so far we've used the reporting verbs **say, tell, ask, wonder** and **want to know**. But there is a wider range than this. The most useful are grouped below according to the patterns they follow. Some verbs use more than one pattern.

1) **verb + that: admit, agree, explain, deny, insist, propose, recommend, suggest, think, warn**

My boss suggested that we (should) take a break.

2) **verb + someone + that: advise, persuade, warn**

I've advised Jill that she should see a doctor.

3) **verb + infinitive: agree, offer, promise, refuse**

We agreed to meet in town, but he didn't turn up.

4) **verb + someone + infinitive: advise, encourage, invite, persuade, remind, warn**

I encouraged Beth to speak to her tutor about her problems.

Oliver reminded me to get Tim a birthday present.

5) **verb + -ing: advise, admit, deny, recommend, suggest**

She admitted cheating in the exam.

Several councillors have recommended closing the road to traffic during the bicycle race.

6) **verb + preposition + -ing: apologize for, insist on, object to**

She insisted on buying me a new suit.

The passengers objected to spending another night at the airport.

7) **verb + someone + preposition + -ing: accuse of, blame for, congratulate on, thank for**

I congratulated him on getting the job, of course.

She thanked us all for coming.

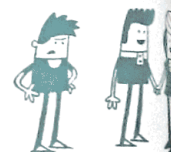
Remember that in conversation we can just repeat what someone actually said!

At about ten o'clock last night, Katie said to me, 'Listen, I'm tired. I'm going home.'

Grammar in action

- 4 We use some **reporting verbs** to describe negative attitudes. We might talk about an argument:

Joe accused me of stealing his girlfriend, and refused to come to our party.



- 5 We use some **reporting verbs** to describe positive attitudes connected with plans and good ideas. We might be talking about someone who has helped us:

My aunt encouraged me to learn a musical instrument, and offered to pay for my first few lessons.

- 6 We use other **reporting verbs** for the news:

Scientists have warned people in the area not to drink tap water for the moment.

The government has admitted that taxes will have to rise in the next budget.



D From Tashkent to Samarkand

Alex describes a road accident in Uzbekistan. Underline the correct options, noting that two might be right.

They warned/explained/advised us not to make the journey at night from Tashkent to Samarkand. The road would not be well lit, and at times there would be heavy traffic as

lorries carried goods across the country. But Trevor insisted *to travel/on travelling / that we travel*¹, and he *suggested/offered/persuaded*² me to go with him. He didn't have his driving licence with him, and I refused *to drive/driving / that I drive*³ all night, so we hired a taxi and a driver who needed the money. Around two in the morning, we hit a cow that was trying to cross the road. A group of villagers came out to see what had happened. At first the driver denied *hitting / that he had hit / to hit*⁴ the cow, but in the end he *admitted/agreed / advised*⁵ that it was our fault. The police arrived, and we were blamed *for causing / to cause / causing*⁶ the accident. Trevor, of course, *objected/blamed / accused*⁷ me of hiring the worst driver in Tashkent!

E An invitation for the summer

Brenda is telling a friend about a couple who invited her to France when she was recovering from an illness. Report what she said, but note that you only need to write one correct version.

Brenda: They were very kind to me. They said, "You should come and spend the summer with us."

(suggest)⁰ *They suggested that I spend / that I should spend the summer with them.*

I wasn't sure about accepting, but they said, "We'd like you to stay with us for at least six weeks."

(invite)¹

When I got there, they said, "It would do you good if you went walking and swimming in the sun."

(encourage)²

As for meals, they said, "You might like to eat light things to start with, like fish and soup."

(recommend)³

At the end of the six weeks, they said, "Why don't you come back at Christmas?"

(propose)⁴

On the last day, they said, "We'd like to drive you up to the port in Calais."

(offer)⁵

F An ordinary day at the office

Colin said all the things below during a Tuesday at work a week ago. Correct the reports if they're wrong. If they're right, put a tick.

I haven't slept long enough!⁰ I might catch the bus if I run!⁰ When do I have to see the boss?¹ I hadn't expected to give a presentation!² I'll do more preparation next time!³ I forgot to go to the gym yesterday!⁴ I'm sorry I spilt the coffee!⁵ I don't want to pay for everyone's biscuits!⁶ You've done well to become a senior manager, Sally!⁷ I should finish my report before leaving!⁸ There's more to life than work!⁹

⁰ He said he ~~hasn't~~ slept enough. / *hadn't* ⁰ He said he might catch the bus if he ran. ✓

¹ He asked when he has to see the boss.

² He said he hadn't expected to give a presentation.

³ He said he will do more preparation next time.

⁴ He said he had forgotten to go to the gym yesterday.

⁵ He apologized for spilling the coffee.

⁶ He objected on paying for everyone's biscuits.

⁷ He congratulated Sally to becoming a senior manager.

⁸ He said he should finish his report before leaving.

⁹ He said there is more to life than work.

18

Review of conditional sentences (1)

Zero and first conditionals; *unless, otherwise, or else*

- 1 Conditional sentences have two parts: an **if-clause** (the 'condition') and a **result clause**.
- The if-clause can come first or second. If it comes first, we put a comma after it.
 - Conditional sentences can use positive or negative verb forms, and they can be questions.
 - Zero, first, second and third describe the tense patterns we use to express different meanings.

- 2 **Zero conditionals** use present tense verbs in both parts of the sentence to describe situations (habits, rules, etc.) that always produce the same results:

*If I read all day, I get a headache.
Carrots lose their flavour if you boil them too long.*

In zero conditionals, we can replace the word **if** with **when** without changing the meaning.

- 3 **First conditionals** are more common than zero conditionals, and generally talk about the future. The typical pattern of sentences is **if + present simple, + will/'ll or will/'ll + if + present simple**:

*If you run now, you'll just catch the train.
We'll see you at lunch if we don't meet before.
Will they mind if we watch them at work?*

But you can also use other tenses such as present perfect or continuous in the if-clause, and **be going to/be likely to** or the modal verbs **can/could/may/might/should/must** in the result clause:

*If you're going out, could you pick up some milk?
If he hasn't finished the garden by lunchtime, you should give him a hand.
He's likely to forget if you don't remind him.*

- 4 We can use **unless** (meaning 'except if') as a negative form of **if**:

*You won't get in unless you have a ticket.
Unless he makes a bit more effort, he's going to fail.
Can't you talk to him?*

We also use **otherwise/or else** (= 'because if not'):

*Hurry up! Otherwise, you'll be late.
You should let Steve know when you'll be back, or else he'll get worried.*

Remember that we don't use **will** in the if-clause of first conditionals:

If you will stand any closer to the fire, you'll burn!

TIP

Grammar in action

- 1 We often use **zero conditional** sentences to talk about the way things are in the world around us. We might be talking about our family:

If Sal works late, she usually gets a taxi home, and I order a take-away meal.



- 2 We often use **first conditional** sentences to make predictions. Here we're talking about going out:
- If the weather stays fine, we'll take the children to the park.*

- 3 We also use **first conditionals** to give advice and warnings. We could be talking about travel plans:
- You won't get to Newcastle by the afternoon if you drive. Why don't you fly?*

A Talking about the way things are

Sylvie and Vince decide to eat out. Complete their conversation with the phrases in the box. There is one phrase you won't need.

you buy a meal if we invite them the small restaurants will close
we usually get it makes the weekend the little places close

SYLVIE Have you seen this ad in the paper? Apparently, you get free desserts if you buy a meal⁰ for two at 'La Scala' this month.

VINCE That sounds good, particularly since we often eat there anyway! Shall we go at the end of the week? If we go out on a Friday,¹ feel longer.

SYLVIE Fine. But we should book now.² that nice table by the window if we book early enough.

- VINCE I hope 'La Scala' survives. So many of these independent restaurants are closing.
- SYLVIE I know, and if³, there is nowhere to go, and the town centre is empty at night.
- VINCE Shall we ring Pippa and John? They normally enjoy a night out⁴ somewhere nice.
- SYLVIE Sure. We'll have a lovely time, won't we?

B Making predictions

Evie and Pete are going to stay on the Isle of Skye with Pete's uncle. Underline the correct options, noting that two times both are correct.

- EVIE The Skye Bridge has been closed because of an accident, so we'll have to take the ferry. Can we leave on Thursday evening, rather than Friday morning? If you *will take / take*⁰ the five-twenty train, you could be home by half past six.
- PETE That might work. I'll see what I can do. *I'll be able to / I can*¹ leave the office by five if my last meeting *will finish / finishes*² on time.
- EVIE Excellent. If the traffic *isn't / won't be*³ too bad, *we'll get / we get*⁴ to Mallaig by about nine o'clock.
- PETE And if *we stay / we'll stay*⁵ overnight in Mallaig, we can take the first ferry in the morning!
- EVIE We'd better give your uncle a ring, then. If *we're arriving / we'll arrive*⁶ earlier, he might be out.
- PETE That's a good point. If the ferry *will be / is*⁷ on time, *we arrive / we'll arrive*⁸ on Skye by around eleven o'clock. *He's likely to be / He will probably be*⁹ in town on business if we don't let him know in advance.

C Giving advice and warnings

Cassia's grandfather emails her. Cross out either one or two words in the bold sentences.

✕

Dear Cassia

You're growing up so fast! Your mother has told me about your plans to study history at university. It's your life, I know, but it worries me. **You won't get a job very easily unless if you will do a more useful subject.**⁰ Why don't you study something practical instead, like accountancy? **You'll have a job for life unless if you will become an accountant.**¹ That may seem boring to you at the moment, but you don't know what life will bring. **You won't have anything to fall back on if unless you've gained a professional qualification by your early twenties.**²

Hi Grandpa

Thanks for your message, and I hope you're well. I understand your concerns, but I love reading and studying history. **I believe that if unless you will study something you're passionate about, you won't find the motivation to keep going.**³ I have thought about careers, too. **You'll see quite a few jobs for history graduates in teaching and research, and also in the media, if unless you look in the newspapers.**⁴ Perhaps we can talk on the phone – or why don't you come over? We haven't seen you for ages. **Come soon, if or else unless we'll forget what you look like!**⁵ Only joking.

▶

Review of conditional sentences (1)

Imperatives; *as/so long as*, *provided/providing (that)*; *in case*

- 5 We can use an **imperative** in the result clause of a first conditional sentence:

Have a break if you're feeling tired.
If you've got a few minutes, please join us for a coffee.

We also use **imperative ... + and ...** instead of 'if':
Finish your meat, Tom, and you can have an ice cream. ~ But Mummy, I don't want to!

- 6 In first conditionals, **as/so long as** or **providing (that)** or the more formal **provided (that)** can replace 'if':

As long as you bring it back by Sunday, you can borrow my bike.
You'll be fine so long as you've got a good map.
Providing they all come, we should have about thirty people at the party tonight.
Travelling to the islands is easy, provided that you have the correct visa.

But note that you cannot use these alternatives when you are talking about a negative result:

As long as If you try to wear those shoes, you'll fall over! The heels are too high.

- 7 If **in case + present tense** can both connect clauses, but the meaning is different. Sentences with **in case** describe the actions we take now in order to be ready for things later on. If Mark says, 'I'll start cooking in case they arrive early', he goes to the kitchen immediately. If Mark says, 'I'll start cooking if they arrive early', it means he will only go to the kitchen when his guests actually arrive.

Here are two more examples:

Let's leave now in case we miss the last bus.
I've brought some water in case we get thirsty.

We can also use **in case** with a past tense, although it is not so common:

I gave her my mobile number in case she had any problems getting into the flat.

Note that **in case of** has a different meaning: (sign on train) *In case of emergency, break glass.*

We can finish a sentence with **just in case**:
You'd better take a jumper with you just in case. (= in case it gets cold.)

TIP

Grammar in action

- 4 We can use **imperative conditionals** and **as/so long as** and **providing (that)** to make offers and suggestions about social and leisure activities:

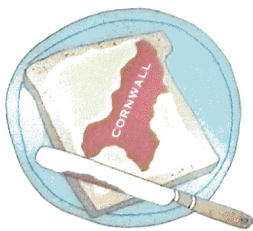
Providing you're ready to leave soon, we could drive to the coast. ~ Good idea.
Put your feet up, and we'll listen to a bit of music before dinner.



- 5 We use **in case** when we're making plans with friends and family:

Let's pick up some more food in case everyone decides to stay in tonight.
Shall we find out what's on at the cinema in case it rains? ~ Good idea. It's cloudy already.

D An active holiday in Cornwall



Four friends are staying in a cottage in Cornwall. Underline the correct options, noting that there is one time when both are correct.

SANDY What are we going to do today then, guys? After breakfast, of course.

SUE *If you make / Make⁰ me some more toast, Sandy, I'll give / give¹ you a plan.*

PAUL *Provided / As long as² the weather stays / will stay³ fine, we could go down to the beach, and do some windsurfing. We've got all the equipment.*

TIM That'll be alright *as long / provided⁴ as we drive over to the bay. Our local beach is too small. I mean, it's OK for swimming, but you need more space for windsurfing.*

SANDY I'd like to go to that new seafood restaurant for lunch, though.

SUE Me too, but it's quite a long way from the bay. *Provided / If⁵ we stay on the beach too long, we won't have time to drive there.*

PAUL *As long as you buy / Buy⁶ me my lunch, and I'll do the driving! What about later?*

SANDY We could do some cycling *unless/as long as*⁷ we take the second car to carry all the bikes. We'll have time to follow the coastal path to Newquay, *provided/unless*⁸ we spend too long in the restaurant!

E Making sure a summer house is ready for a guest

Anne is letting Lily stay in her summer house during October. Complete the text with *if* and *in case*.

Hi Lily

I went down to my summer house last week to get it ready for you. It's not so difficult to find once you get to Alnmouth, but I will put a map in the post tomorrow *in case*⁰ you get lost. Remember you can always contact Barry Sims, the owner of Black Horse Hotel,¹ you have any problems during your stay. I'll ring him tomorrow² he's forgotten that you're coming. The house is quite big for one person, and it can get quite chilly during the night, so I decided to put some extra blankets in a cupboard by the bed³ it gets really cold. My friend Diana sometimes comes to the house to check⁴ everything is alright. Could you introduce yourself⁵ you see her? She's very nice. By the way, do remember to take some books with you,⁶ the TV breaks down again while you're there! It's a bit ancient. Hope to hear from you soon. Anne

F Setting up a job club

Joyce leads a discussion about creating a centre to help young people find work. Complete the text with the words in the boxes.

otherwise, and could if unless find

- JOYCE The problem is that if people get used to sitting around all day, they ^{find} / it difficult to begin looking for work. Perhaps if we set up a kind of job club, they come and exchange ideas.
- MIKE But I don't think they'll come we offer something more than a place to talk.
- LINDA I agree. Give us a proper budget, Joyce, we may be able to do something.
- JOYCE Well, we're more likely to receive some money we can show that we have a good plan.
- MIKE We'll need two or three computers for a start; the kids won't be able to access information.

provided as in case if might

- LINDA We need to employ someone to work in the centre part-time, people want help with their CVs.
- MIKE But we only have one person to help, the club won't be successful in the long run.
- JOYCE Well, we can also persuade some local people to give their time for free, I think it could work.
- LINDA Older, retired people be interested in helping if we advertise the aim of the centre.
- JOYCE That's a good point. As long they have some skills to offer the kids, they could be very helpful. That's probably all we can do for today, but I think it's been a useful start. Thank you for coming.

In the long run means 'over a long period of time'

WORD FOCUS

19

Review of conditional sentences (2) Second conditional

- 1 **Second conditional** sentences use past tense verb forms not to talk about the past, but about the present and the future:

If you sold your house in the next couple of weeks, where would you both live?

- 2 We form second conditional sentences with **if + past tense, + would/'d + verb** or **would/'d + verb + if + past tense**:

If you left now, you'd still get to your lecture.

We would be able to do more if we had a car.

If you were Scottish, would you want Scotland to be an independent country?

Note that it is possible to use a past continuous instead of a past simple form:

Would you still play golf if it was raining?

- 3 We sometimes use **could** (= would be able to) or **might** instead of **would**:

If you stayed a few more days, you could see the beginning of the winter festival.

You might win if you decided to enter the race.

And in formal situations, such as academic essays, we normally prefer to use **were** instead of *was* after *I* and the third person singular (*he, she, it, Mr Brown*, etc.) of the verb *be*:

If the UK were absent from the talks, it would damage the country's reputation.

But note that formally and informally, we tend to say **If I were you, I'd ...**

- 4 Sometimes the difference in meaning between first and second conditional sentences is quite small:

1) Tom: *If England loses the match, they'll be bottom of the table.* (first conditional)

2) Tom: *If England lost the match, they'd be bottom of the table.* (second conditional)

The only difference is that Tom makes it sound a little more likely in 1) that England will lose.

At other times, second conditional sentences allow us to talk about what might happen if things were completely different from how they are:

If we were animals, you'd be a cat and I'd be a dog.

This is why second (and third) conditionals are sometimes called **unreal or imaginary**.

We can use **if + were to + verb** to emphasize the condition:

If we were to find enough money for a small boat, where would we keep it?

Grammar in action

- 1 We use **second conditional** sentences to talk about what might happen in particular situations. Here talking about our health:

If you went to the gym after work, you'd feel less stressed in the evening.



- 2 We use **second conditional** sentences to talk about what might happen if things were different. We talk about living in another country:

If we were in New York, we'd be able to walk along Fifth Avenue, and shop at Macy's.

- 3 We use **second conditional** sentences in business work situations to explore behaviour and ideas. If we're discussing the economy:

The economic situation might improve if the government invested more in small businesses.

A Talking about what might happen in particular situations

Alisha is talking to her flatmate, Jason. Use the words in the box to write second conditional clauses to complete their conversation.

I / apply to I / ask you you / ask him you / not be tired
you / have some money you / have a job

ALISHA If you didn't go to bed so late, you wouldn't be tired⁰ all the time.

JASON And if I wanted your advice,¹ for it.

ALISHA Alright, I'll stop talking in a minute. But I think you need a good reason for getting up in the morning. If² in town, you would set your alarm, and get up at a normal time.

JASON There aren't any jobs. That's why I watch TV all night – I haven't got any money.
 ALISHA My dad would offer you a job, if³ nicely.
 JASON I don't want to work in a paint shop. If I wanted to work as a shop assistant,
⁴ one of the music stores in town.
 ALISHA Well, why don't you, then?⁵ to spend, if you were working.

B Talking about what might happen if things were different

Kevin and Tony are looking for a restaurant in their lunch break. Complete their conversation with the words and phrases in the box.

might be were weren't worked would you were earning would open could

KEVIN If we worked⁰ in a hotter part of the world, we¹ take a couple of hours for lunch, and then sleep in the afternoon.
 TONY That's rubbish. No one does that. If I² so hungry, I'd ring my Mexican friend, Emilio. He works in Monterrey. If he³ here right now, he'd tell you that they get about twenty minutes for lunch!
 KEVIN You're probably right. Now, where are we going to eat? There's so much choice.
 TONY You're right. If I were a chef, I⁴ a small restaurant in the centre of London. There are so many hungry people around. What about this place?
 KEVIN (looking at the menu in the window) Wow! Look at the prices! We⁵ able to afford it if we⁶ a decent salary.
 TONY Let's just go to the Sherlock Holmes Bistro, shall we? Sally said it was cheap.
 KEVIN (entering the bistro) Who⁷ be if you were a fictional character? Apart from Sherlock, I mean.
 TONY Superman, definitely. You wouldn't have to wear a tie.



C Exploring ideas at work

Kelly, a consultant, is helping senior managers of a technology company to discuss relocation. In every line that starts with *, there is an extra word. Cross it out and add it to the line above.

be

GILL If we moved the business to Wales, we would / able to expand more easily.
 DAVE * That's right. It's be almost impossible to get extra space in London.
 AMIR But we could lose some of our customer base if we were move.
 DAVE * But wouldn't our younger staff to find it easier to buy property if we were based outside London?
 GILL Quality of life improves business too. If staff weren't so tired when they arrived at work after their morning journey, they come up with interesting new ideas.
 AMIR * I think you would have a point if we might were in a different type of business. But I reckon that you get a kind of energy from being in a capital city.
 KELLY If I you, I would think about making a visit to a small business in Wales. You might learn from it.
 DAVE * That's were a good point, Kelly. Can you help us with that?
 KELLY Well, if I managed to contact a company in Wales, you consider making a trip later this month?
 GILL * Certainly. And I think that if you would came with us, Kelly, that would be useful.

Review of conditional sentences (2)

I wish and if only; I'd rather; it's time

- 5** There is a small group of phrases which, like second conditionals, use **past tense/would** to talk about the present/future:

*I'm bored. I wish I had something to read.
If only that man would stop talking!
I'd rather you didn't play music right now.
It's time we made our way home now, isn't it?*

- 6** **I wish/if only** mean the same, but **if only** is a little stronger and not so common. We use them with a past tense to talk about a present situation that we'd like to change:

*I wish this restaurant was cheaper.
If only we could stay longer. It's nice here.
I wish this traffic was moving a bit faster.*

As with second conditionals, we can use **were** instead of **was** after **I/he/she/it** in more formal situations:

I wish that Jenny were here with us today to celebrate.

And we can use the **past perfect** for a past regret:

The show is getting amazing reviews. If only we had bought some tickets last week!

Note that **I wish + infinitive** is only used in very formal situations, e.g. *I wish to make a complaint.*

- 7** **I wish/if only + would**

We use **would** when we want something to happen now or soon: *I wish our bus would come. I'm cold.*

or when we want someone to change their behaviour: *If only you would take a break!*

- 8** **I'd rather and it's time**

The full form of **I'd rather** is 'I would rather'. If we're talking about ourselves, we simply use a verb afterwards: *I'd rather fly than take the train.
I'd rather not talk to Geoff at the moment.*

But if we change the subject, we use a past tense: *I'd rather we ate before going out. Is that OK?*

It's time works in a similar way:

*It's time to go. (a general suggestion)
It's time we drove home, isn't it?
Isn't it time you were leaving? You'll be late.*

Grammar in action

- 4** We use **I wish/if only** to talk about changes that we'd like to see. We might talk about where we live: *I wish we could afford a bigger flat. It's time we had more space!*

or about work:

If only I could set up my own business. In fact, I wish I'd done it years ago.



- 5** We use **I'd rather/it's time** to talk about our plans. We might talk about an evening out: *I'd rather invite some friends round than go out. ~ I wish you'd said that before. We don't really have time to contact people, do we?*

D Driving home from France

A couple has just spent two weeks on holiday in France. Complete their conversation with *I wish, I'd rather and it's time*.

JENNY I wish ⁰ we could spend another week here. It's so beautiful.

GARETH I know, but ¹ to leave. We've got a long drive before we get to the port.

JENNY (in the car) ² we had decided to move to France five years ago.

GARETH We didn't have any money. Or jobs.

JENNY I think ³ to talk about it again. We could sell our flat and buy a small house in the Loire.

GARETH ⁴ we got a holiday flat than actually bought a place.

JENNY But then we would spend all our time travelling. ⁵ we could get jobs there! I mean, we both speak French. ⁶ we lived there all year long than just for the holidays.

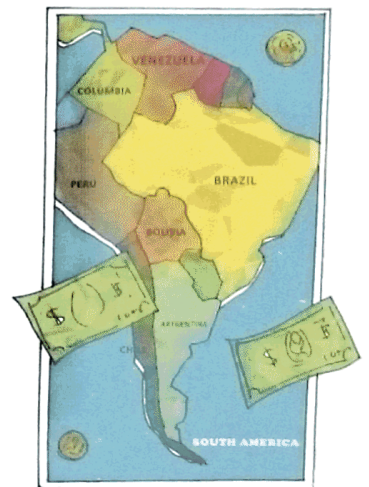
GARETH⁷ that car in front would move a bit faster.
 JENNY What if we set up a small hotel? We could advertise it on the internet.
 GARETH⁸ not give up my job at the moment. It's taken me long enough to get a good salary.

E Making the final decisions about a six-month trip

Three friends are about to go travelling. Complete their conversation with the right forms of the verbs in the box.

save think not lose can enjoy finalize not spend stop

TOM It's time that we finalized⁰ our plans, isn't it? We're due to leave next month.
 SAUL I wish we¹ spend longer in India. The cost of living is low.
 ELLIE If only we² a bit more money. We could stay away for a year.
 TOM I'd rather³ myself for six months than spend a year worrying about money.
 SAUL If only you two would⁴ talking about money all the time. We've all got jobs fixed up in Australia, haven't we?
 ELLIE You're right. We should be OK. It's time to⁵ about the South American part of our trip. We'll have about six weeks there. I don't know about you two, but I'd rather we⁶ the whole time in Brazil.
 TOM That's fine. We could cross the border into Peru.
 SAUL I wish I⁷ the email address of my friend in Colombia. We could have stayed with him.
 ELLIE Never mind. We've got the tent, haven't we?



F Setting up a business at school

A teacher explains how students will plan new businesses as a class exercise. Complete their conversation with one word or a short form such as *won't* in each space.

TEACHER So the plan is this: if you had⁰ three million pounds to invest in a business, what¹ you set up? I'm going to give you three weeks to develop a proper business plan. You can work on your own, but I'd² you divided yourselves into small teams. If I³ you, I'd focus on a product or service that you would actually consume yourself. That's the way good business ideas start. OK, it's⁴ to start getting your first ideas together. But are there any questions before we begin. Steve?

STEVE I⁵ the money was real!

TEACHER Unfortunately, the school budget won't cover it. But if you came up with a really good business plan, you⁶ certainly have a word with your bank manager, couldn't you? A few years ago, in fact, one of our ex-students set up a very successful internet business. You may have heard his name: Josh Cavendish. I wish⁷ kept in touch with him! Any other questions? Sophie?

SOPHIE If we⁸ some money out of our ideas, would the school keep a percentage?

TEACHER I don't think we could. But seriously, I wish you⁹ only focus on the money. What are the other benefits of creating a business? Martin?

MARTIN Well, if you created a business, you could offer jobs to local people.

TEACHER Exactly. Businesses are at the heart of the local and national economy. OK, shall we get going?

20

Review of conditional sentences (3) Third conditional; *But for ...*, etc.

- 1 We normally use **third conditional** sentences to talk about how things could have been different in the past:

If you had told me about your concert, I would have come. When is the next one?

- 2 We form third conditional sentences with **if + past perfect, + would/'d have + past participle** or **would/'d have + past participle + if + past perfect**:

If we had travelled earlier, we wouldn't have got stuck in traffic.

I'm sure she'd have helped you if you had asked her in good time.

Would you have stayed at the company if Jo had left?

Instead of 'would', we can use **could** or **might**:

If you had told me about the free food, I might have arrived earlier!

- 3 Sometimes, in conversation, we only use the result clause:

*So Paul didn't tell you anything about buying my car?
~ No, I would have said. (if he had told me something)*

And in formal situations, we can change the word order to replace 'if':

~~If the news had~~ Had the news reached the government sooner, action could have been taken to prevent the riots.

- 4 **But for ... /If it weren't for ... /If it hadn't been for ...**

We use these phrases with second or third conditional tenses to talk about the things that make a big difference in a particular situation:

*But for the wind, this island would be paradise!
If it weren't for your support, I couldn't do this job.
If it hadn't been for your map, we'd have got lost!*

Note how we sometimes use the **-ing form** of the verb:
But for your brother helping, I'd never have finished the work on this flat.

Grammar in action

- 1 We use **third conditional** sentences to talk about how things could have been different in the past. Here we're talking about our family:

If you had phoned your brother now and again, you wouldn't have lost touch with him. He would have enjoyed your birthday party.

- 2 We use **but for/if it weren't for/if it hadn't been for** to talk about the things that make a big difference in a particular situation. We might talk about work:

But for that big new order, we might have had to close the factory in the next few weeks. We were losing money.

- 3 We use **third conditional** sentences in academic life to assess what we can learn from the past. Here we're discussing political history:

If the army had changed their strategy early in the campaign, they might have won the war much sooner.



A How things could have been different

Three friends are in a café after a day's mountain climbing. Complete the third conditional sentences, using **could** rather than **would** in the result clauses, and the verbs/verb phrases in the box in the right place and tense.

photograph follow make it reach the first summit bring
not see anything leave the house not spend get to

- BILL If we had left the house⁰ earlier, we could have made it⁰ to the top.
JO I'm not so sure. The weather was getting quite bad even at three o'clock.
SCOTT We¹ a different route if you² your ice.
BILL I know. It's the first time I've forgotten it.

JO And if we³ so long trying to light that stove, we
⁴ by two o'clock.

SCOTT That's my fault. I really needed some hot soup!

BILL We⁵ anyway, if we⁶ the top. As you say, it
 was getting cloudy.

JO We⁷ ourselves on my mobile phone, though!

B Talking about things that make a big difference

Petra rescued Mindy and Jack during a tropical storm. Now they are having dinner together in a restaurant in London. Complete their conversation with one word or a short form such as *weren't* in each space.

MINDY Can we raise our glasses to Petra? If it *weren't*⁰ for her, we¹
 be here now! To Petra!

DAVE What happened then? I've seen the photos, of course, but I don't know the story.

MINDY When the storm arrived, Jack and I were still on the beach. If it
² been for Petra, we might³ stayed there.
 Who knows where we would be now!

PETRA I was actually having a nap. But⁴ the hotel staff ringing the
 alarm, I⁵ have slept through the storm.

JACK But you didn't! You came running onto the beach. If it hadn't⁶
 for your shouts, we would have gone swimming.

MINDY⁷ for Petra, we would have been pulled out to sea.

JACK Petra saw that the hotel was falling down, so she took us into the gardens.

MINDY And we held onto the trees. If it hadn't been⁸ the trees, we
 would have been blown away!

A *nap* is a short sleep,
 normally during the
 daytime.

WORD
 FOCUS

C Assessing what we can learn from the past

Stella Craigie is giving a formal presentation on a successful new course. Correct it by adding nine more single missing words after the example.

The creative writing course – the CWC – has already produced some very interesting results. If we ^{had} introduced it two years earlier, the results might be even better. One student, Craig Brown, had previously failed all his English exams. After taking the CWC, he came top in two English exams. Would he have done so well if he had decided to enrol for the CWC? I doubt it. Let us consider a second case, Mary Pattinson: she not taken part in the CWC, she have dropped out of college completely. In the year before she took the course, her attendance in all her subjects was very poor. But when she began the CWC, her attendance improved in all her other subjects as well. We had not asked these students to think and write creatively, they would probably continued to fail in their college careers. I would like to finish by thanking the CWC teaching team: Sally Fielder, Mike O'Donnell and Sylvia Rusbridger. We would have achieved any of these successes if we not had such a brilliant team!

Review of conditional sentences (3)

Mixed conditionals; *supposing*, *even if*, etc.

5 We 'mix' second and third conditionals in two ways:

1) **if + past perfect (third) + would/could/might (second)**

In this type of conditional an imagined action (if-clause) would have a present result:

If I hadn't lost my passport, I'd be in France now.

2) **if + past tense (second) + would/could/might have + past participle (third)**

In the if-clause below, the past tense emphasizes general behaviour (where past perfect would refer to a specific action):

If you saved a bit of money every month, (= if you were the kind of person who saved every month) you could have bought that new laptop.

6 **Suppose/supposing; even if; then**

Suppose/supposing means 'What if...?' in questions:

Supposing you had taken your camera, would you really have had time to get any photos?

Even if means 'whether or not':

Even if you won once or twice, you'd lose in the end. That's the problem with gambling.

Then is used to emphasize the result:

As long as you take enough food and water, then you'll be OK. Don't worry!

7 **Polite 'if'**

Some polite if-clauses are not really 'conditions' at all.

They're normally in the present tense, and come at the end of a sentence:

Could you move your suitcase a little if you don't mind? I could lend you £20 if it helps.

And some have no result clause:

If you would pass me that plate? ~ Sure. No problem. (on a bus) If I could just squeeze past you?

Grammar in action

4 We use **mixed conditionals** to explain what life might be like now if we had acted differently in the past. Here we're talking about study:

You could be studying medicine at college now if you had studied a bit harder. ~ Don't worry. I can try again next year.

5 We also use them to describe what **might have happened** if people generally behaved in a different way. Quite often we're criticizing our friends or family members:

Didn't you know? There's a rail strike. If you got up earlier in the morning, you would have heard about it on the radio.



6 We use **if** when we want to be polite. Here we're at home with guests:

I'll just put some music on if that's alright with you? Is there anything you particularly like – or dislike?

D Investment advice from an uncle

Gavin is talking to his Uncle John. Complete their conversation with the phrases in the box.

if you had listened even if I thought supposing I took you wouldn't have asked
if you had taken then you'll make if you spent you would have heard

UNCLE You would be rich now if you had taken⁰ my advice two years ago. Do you remember I advised you to invest in gold? Look at the price now!

GAVIN¹ all the advice you gave me? I wouldn't have time to do anything else.

UNCLE You could be driving around in a Ferrari today² to me.

GAVIN Alright. What's your advice today?

UNCLE Don't you know? If you paid attention now and again,³ me talking to your dad about it this morning.

GAVIN Well, I'm listening now. Is it silver this time? Or diamonds?

UNCLE Neither of those. It's wood, in fact. If you buy the right type of wood now,⁴ a fortune eventually.



GAVIN Where would I keep the wood,⁵ it was a good idea to buy it?
 UNCLE⁶ a bit more time thinking,⁷ a question like that. You buy shares in wood, of course, you don't actually buy the wood itself!

E Offering lunch to a guest

Fred invites a new colleague, Nigel, to lunch with his wife, Joanne. Complete the bold parts of their conversation with the words in the box.

that's don't got suits you'd could with like

FRED Good to see you, Nigel. Please come in. We're sitting in the garden before lunch, **if that's alright / you?** ⁰ Can I take your coat? / *with*
 NIGEL The garden sounds great, but I'll keep my coat on for the moment, **if you mind.** ¹
 FRED Of course. The summer isn't quite here yet, is it? **If prefer to sit inside?** ²
 NIGEL No, no. It's nice to be outside when you can.
 JOANNE (in the garden) Nigel, I'm Jo. It's nice to meet you. Can I pour you a glass, **if you fizzy lemonade?** ³
 NIGEL It's a bit sweet for me, thanks.
 JOANNE Oh dear. **What if I you a coffee instead?** ⁴
 NIGEL Don't trouble yourself. **If I have a glass of water, perhaps?** ⁵
 FRED I'll get you one, Nigel. It'll just be tap water, **if OK?** ⁶
 NIGEL That's fine. It's very nice out here, Joanne. Those roses are beautiful.
 JOANNE Thank you. We'll sit out here for a few minutes, and then have some lunch, **if that you?** ⁷

F Arguing in the car

Maria is driving her husband home from her sister's house. Complete their conversation with single words or short forms such as *I'd*.

JAMES If we **had taken** ⁰ the train, w..... b..... ¹ home by now.
 MARIA If it h..... b..... f..... ² this traffic jam, our plans w..... h..... ³ worked out.
 JAMES Our plans? Your plans, if you d..... m..... ⁴.
 MARIA S..... ⁵ we left the motorway, and took a smaller road? We m..... ⁶ avoid the traffic.
 JAMES E..... i..... ⁷ we managed to leave the motorway, w..... ⁸ probably get lost.
 MARIA It's getting dark. Why has everyone decided to travel at this time?
 JAMES If w..... h..... ⁹ left your sister's house a little earlier, we w..... ¹⁰ have got delayed.
 MARIA It w..... h..... b..... ¹¹ rude.
 JAMES We c..... b..... ¹² relaxing at home now if we h..... ¹³ decided to make this trip.
 MARIA Can we have a bit of peace for a while, if that's a..... w..... ¹⁴ you? I'll put the radio on.
 JAMES (a few minutes later) I'm sorry. I'm being difficult. If I h..... sl..... ¹⁵ better last night, I w..... b..... ¹⁶ in a nicer mood now.
 MARIA Look! The traffic's moving again. We'll be home soon.

21

Nouns and articles Countable and uncountable nouns

- 1 Most nouns have **singular and plural forms**, and we see them as separate or **countable**:

a key, some keys *one hour, two hours*

Many common nouns, however, have only **one form**, and we see them as **uncountable**:

water *money* *music* *information*

We can't use *a/an* or add *-s* with uncountable nouns:
a-furniture *some advices*

Note, though, that some uncountable nouns already end in **s**: **jeans, maths, news**.

- Uncountable nouns are followed by singular verbs:
Politics is a dirty business.

This short list indicates the range of uncountable nouns.

bread cheese milk pasta rice salt fur
cotton metal paint plastic soap wool
travel transport traffic baggage luggage
equipment research evidence homework
health progress fun leisure weather
maths physics economics athletics
trousers pants shorts scissors glasses

- 2 Note, however, how we sometimes 'count' uncountable nouns:

We need some tea. BUT Two teas, please! (= cups of tea)

• *I love cake!* BUT *a birthday cake* (= a separate item)

• *Chicken is expensive at the moment. BUT I bought a free-range chicken today.* • *He's got grey hair. BUT*

You've got a hair on your collar. (= a single hair) •

Experience is essential for this job. BUT I had an unusual experience on holiday. • *Business is tough these days!*

BUT *She owns a small business in Mexico.* (= a company)

• *I'm looking for work. BUT This is a work by Van Gogh.* (= a work of art, a painting) • *Time is money. BUT We had a great time.*

- 3 We can also use expressions to count or separate uncountable nouns. The most flexible are **some** and **a bit of**, which can be used with most nouns. **A piece of** (e.g. news/advice) and **an item of** (e.g. clothing/luggage) are also common. More examples: **a slice of** (bread/cake/cheese/beef); **a spoonful of** (sugar/coffee); **a drop/spot/touch of** (rain/milk); **a pair of** (jeans/scissors/glasses). There are also 'container'

words: **a bottle of water, a jar of jam**, etc., and measurements: **thirty litres of** (petrol, etc.).

- 4 We use **many** before countable nouns and **much** before uncountable nouns – but normally only in questions, negatives and written English:

Are there many people in town?

We haven't had much news.

In positive statements we prefer **a lot of** for countable and uncountable nouns, or **a great deal of** (uncountable nouns only):

There are a lot of police here. What's happening?

Note, however, that we use **much** after **as**:

You've got as much information as me.

Little (for uncountable nouns) and **few** (for countable nouns) are the opposites:

Can I have a little sugar in my coffee?

Only a few days left until Christmas!

Note that while **a few** and **a little** mean 'some', **few** and **little** mean 'not many':

I got very little advice from my manager.

Few people liked the new product, unfortunately.

Grammar in action

- 1 We use a large group of common **uncountable** nouns to talk about things like food, travel, study, and jobs around the house. Here we're talking about a trip abroad:

Have you got all your luggage?

You'll have to leave for the airport soon. There's a lot of traffic on the road at this time of day.



- 2 We use some words/expressions to help us to 'count' **uncountable** nouns. We might talk about the news:

There was an interesting piece of news on some research they're doing in Mexico.



- 3 We use **much** and **little** with uncountable nouns, and **many** and **few** with countable nouns. Here we're talking about politics:

There have been many meetings, but not much progress in the peace talks.

A Using common uncountable nouns

This is an advice sheet for young people who are going to spend time living in the countryside. To make it correct, you will need to cross out some indefinite articles (a/an), and the letter 's' at the ends of some words.

Make sure you have a radio with you so you can get informations and a news. There's a spare battery in your personal packs. You are sure to experience different types of weathers during the week, so listening to a daily weather reports on your radio will be useful. Take some basic items with you such as a water, breads, apples or bananas. In your packs, you'll also find a scissors, a knife, a cup, a glass and a soap. Don't take heavy baggages with you. You need to make a progress fairly quickly through the mountains. All you need is a light rucksack. Finally, remember this: a good health matters. Take breaks; don't take risks! Have a great time.

B Expressions we use with uncountable nouns

Angie and Mick are having breakfast. Complete their conversation with the words in the box.

items drop slice some litres bottle spoonful pair spots bit of

- ANGIE Can I have another slice⁰ of toast please, Mick? I've just read a strange piece in the paper on a new business in America selling fresh mountain air.
- MICK Really? Here's your toast. Do you want a¹ of milk in your coffee?
- ANGIE No, but I'll take a² of sugar. I need a³ energy today.
- MICK You also need a few⁴ of petrol. You were running low yesterday. And you'd better take an umbrella. There were a couple of⁵ of rain when I put the rubbish out a minute ago.
- ANGIE Are you working today? You're wearing a smart⁶ of trousers.
- MICK I'm going to the shop later. I'm hoping to sell two expensive⁷ of furniture to a businessman.
- ANGIE Those old tables, you mean? Your businessman needs⁸ advice if he's going to buy them!
- MICK I'll give you a⁹ of champagne if he doesn't!

C Using much, many, little and few

Anna is interviewing Chris on TV. Underline the correct option each time.

- ANNA There were a lot of / a great deal of / much⁰ demonstrators this morning.
- CHRIS It isn't surprising. There's many / much / a great deal of¹ anger in the city.
- ANNA But a little / little / few² evidence that the government will change its view?
- CHRIS None at all. There are only a few / few / a little³ days left before the new tax becomes law.
- ANNA On the positive side, as far as the demonstrators are concerned, I've heard that there aren't much / many / a great deal of⁴ newspapers that agree with the tax.
- CHRIS That's right. And there's many / much / a lot of⁵ support for the protest from the general public.
- ANNA Chris, there's a lot more to say, but we've only got a few minutes left. Will the new tax really have much / many / few⁶ effect on people's everyday lives?
- CHRIS Of course. There's a little / little / few⁷ doubt that prices will rise almost immediately.
- ANNA Thanks, Chris. We'll finish with a few more words from our reporter at the scene of the protest.

Nouns and articles

A, an, the or no article

- 5** We use **a/an** before singular countable nouns when we introduce a new piece of information (meeting 'an old school friend' below); when we mean that it doesn't matter which one ('café'); or when we mean 'one of a group' ('architect'):
- I met an old school friend in a café this morning. He's an architect now.*

Other uses of **a/an**:

- £1.50 a kilo; 60 miles an hour; once a week, etc.
- definitions: *A wombat is an Australian animal.*
- **What + countable noun**: *What a lovely day!*

- 6** We use **the** before all types of noun when we want to talk about something specific:
- She gave me a jumper and a scarf, but the jumper's much too big for me, I'm afraid. (= the jumper I've already 'introduced')*
What's the cheese like? (= the cheese you've just tasted)
The shirt you want is still in the washing machine. (= specific shirt, specific washing machine – the only one in the house)
He's gone to the shops. (= the shops near us)

Other uses of **the**:

the cinema the theatre the town/city centre
the sun the moon the earth/planet/world
the government the police the army the media
the Italians, etc. the rich the poor the old
the rain the wind the weather the sea the coast
the past the present the future

superlatives: *the most expensive diamond, etc.*

musical instruments, inventions, animal species:
I can play the piano. Who invented the printing press?
The brown bear may even search for food in towns.

- 7** We don't use **the** before uncountable and plural nouns when we mean 'all':
- Exams are quite easy for me.*
Cats are more solitary than dogs.

and we use **some** if we want to say 'not all':

Some TV programmes last too long.

We don't use **a/an** or **the** with:

by car/bus/bike/plane/train/boat (but on foot)

common places: **at/from/to + home/work/school/college/university** and **in bed/town/hospital/pris**

meals, sports, subjects, languages:

have lunch after dinner play tennis study math; learn Spanish

- 8** Most place names don't use **the**: *London, Beijing, Africa, Europe, North America, Mount Everest, Lake Baikal, Oxford Street, Gorky Park, Paddington (Static Harrods, etc.* – but there are a lot of exceptions, particularly when there is an adjective or **of**, or a **p** noun, or for seas, rivers, deserts and mountain ranges: *the USA, the UK, the White House, the Middle East, the People's Republic of China; the Maldives, the Bahamas, the Mediterranean, the Pacific; the Ganges, the Thar, the Gobi, the Alps, the Rockies.*

Grammar in action

- 4** We often use **a/an** to start talking about something and **the** for something we know about already. Jo talking about a meal he's just eaten:

I don't feel great. I had a coke and a pizza for lunch, but I think there might have been something wrong with the pizza.



- 5** We normally don't use **the** with plural/uncountable nouns when we generalize. Here we're talking about films:

Horror films are often quite boring. At least sci-fi movies have a few ideas in them.

And we don't use **the** or **a/an** with many everyday expressions connected with travel, location, leisure and study. We might talk about school studies:

Biology and chemistry are my favourite subjects at school.

- 6** We don't use **the** with place names, except when there is an adjective or **of**, or a plural noun, or for seas, rivers, deserts and mountain ranges. Here we're remembering a trip:

I had a great time in India, particularly in Mumbai, but I didn't manage to see the Himalayas.

D A cooking experiment

Carrie, Frances and Lance's daughter, has been cooking. Put *a/an* or *the* or – (for 'nothing') in the spaces.

FRANCES What ^a ⁰ mess in ¹ kitchen! Have you seen Carrie?

LANCE She left the house about a minute ago at ² hundred miles an hour. She said she was going to ³ shops to buy ⁴ pineapple.

FRANCES What's wrong with ⁵ pineapple in the fruit bowl? Help! There's ⁶ animal in this pot.

LANCE Yes, ⁷ animal is ⁸ lobster. She's trying ⁹ new recipe. It's Chinese, I think.

FRANCES It must be ¹⁰ Recipe of the Day from the TV. But ¹¹ lobsters are ¹² most expensive things you can buy!

LANCE She's doing ¹³ cookery at college. She wants to become ¹⁴ chef in ¹⁵ future.

FRANCES There's a second pan in here, full of water, and ¹⁶ enormous cabbage.

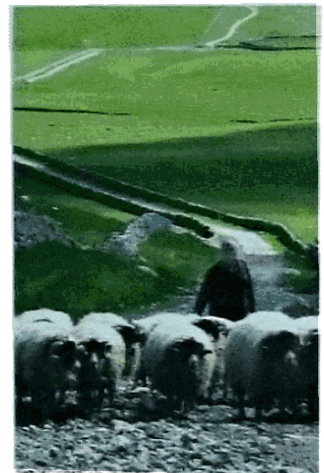
LANCE What the problem? She's cooking ¹⁷ dinner for us, isn't she?

FRANCES But ¹⁸ cabbage is on the floor!

E A change in circumstances

Ben is writing about his life. Add or remove *a/an* or *the* where necessary, changing punctuation as appropriate.

I used to live on ^a / farm in Yorkshire. The farms are strange places, where you spend more time with animals than with humans. You don't go to shops much, because they're too far away. The people think it must be fun on a farm, but most of time it's very hard work. At the night all you can hear is wind! Of course, it can be very interesting. Instead of watching TV after the dinner, for example, you might see lamb being born. Now though, I'm living right in city centre. My mother died a long time ago, and my father became ill and was taken into hospital. So now I live with my uncle in small flat in London. But at least I can go to school on the foot, instead of by the car. When I'm in the bed, I can hear the police in their cars. And only animals I see are dogs and cats!



F Advice from a backpacker

Ryan is asking Nicole about her travels. Underline the correct option. More than one may be right.

RYAN You've travelled in *the Asia/Asia*⁰, haven't you? Have you got *any/an/a bit of*¹ advice for me?

NICOLE Take as *many/much*² money as you can, and not *many/much*³ clothes! We ran out of money once and had to live on *a kilo of rice/the rice/rice*⁴ for days. And remember that sometimes you need *good equipment/a good equipment*⁵. We tried to cross *the Annamese Mountains/Annamese Mountains*⁶ in Laos with a cheap rope, and nearly killed ourselves when *a rope/the rope/rope*⁷ broke.

RYAN I suppose we'll gain *some experience/an experience/experience*⁸ as the weeks pass. What about the people? Did you make *much/a lot of/many*⁹ friends?

NICOLE *A few/Few*¹⁰, which was nice, but quite often they were backpackers like us, not local people.

22

Possessives and pronouns 's and of; possessive adjectives and pronouns

1 Rules for using apostrophes:

Singular nouns and plurals not ending in s = + 's:

Dave's computer the children's room

All other plural nouns = + s': *my parents' house*

Note that with first names ending in s we tend to use s's, but with writers/artists, etc., just ':

Charles's wedding Dickens' novels

and that we can use 's after phrases:

Shall we stop at John and Sue's house?

She's a cousin of my wife's.

- We leave out the second noun after types of shop/surgery/people's houses:

at the greengrocer's shop at the doctor's surgery

We had a lovely time at Sara's house.

Note that with a named store, the actual apostrophe (') is optional, e.g. *Selfridge's* or *Selfridges*.

- We use 's with people, animals and sometimes companies, countries and cities:

the dog's bowl Nike's new boss London's oldest hotel

and expressions of time: *today's news*

Otherwise, we tend to use of: *the end of the film*

Remember also that we can combine some nouns:

a computer screen a computer's screen

2 We use possessive adjectives (my/your/his/her/its/our/their) with nouns: *her car, its lid*

or with the emphatic own:

I want my own room. He's gone for a walk on his own.

(= alone/by himself)

You need a computer of your own, don't you?

Remember that it's = it is is different from its.

We use them with parts of the body and clothes:

She hurt her arm. I had to take my shoes off.

But note that they are often replaced by the in sentences like this with a preposition:

I've got a pain in the stomach. He hit me on the head.

3 We use possessive pronouns (mine/yours/his/hers/ours/theirs) on their own:

This office isn't theirs any more. It's ours. So let's get work!

Whose coat is this? ~ It's mine, I think.

We also use them with of:

Tom's a good friend of mine.

What's this new idea of yours?

That dress of hers must have cost a fortune!

Grammar in action

- 1 We use **apostrophes** as one way of showing possession. Here we're talking about our neighbourhood:

Things are getting worse around here. Yesterday my brother's car was stolen from outside the newspaper's office.

- 2 We use **possessive adjectives** to show a close relationship to family members, friends, colleagues, objects and parts of the body. Here we're talking about work:

My boss has finally given our project team an office of their own!



- 3 We use **possessive pronouns** on their own to emphasize that something belongs to us. We might say:

But in the end, the responsibility for succeeding is yours, not mine.

A Showing possession

Lucy and Tim are having breakfast. Add apostrophes on their own or with s.

LUCY Are you going to go to the fishmonger's today? The one near your office.

TIM If I get time. I've got to plan tomorrow launch of our new laptop.

LUCY Alright. Have you been into the boys room yet? Are James and Roy awake?

TIM They're getting up. Is this James homework on the corner of the table?

LUCY No, I think it's Roy. Have you seen my handbag anywhere?

TIM It's on the door handle. What's that on the floor over there?

LUCY It's the cat breakfast, I'm afraid. It was sick again. Are you making toast?

TIM In a minute. Look at this picture in the paper. It's Degas painting of a bath tub. I love to get a copy for our bathroom wall. But I'll make the toast first, of course.

B Showing close relationships

Complete this email with a possessive adjective on its own or with a possessive adjective (*my, your, etc.*) and the word *own* in each space. On the one occasion where it is possible, write *the* instead of a possessive adjective.

Hi Mandy

How are you? Did you get ⁰ my last email? I was worried because my computer has been behaving strangely. I think it's got a life of ¹ ! Yesterday, for example, I couldn't get the keyboard to make the letter 'B'. I hurt ² arm trying, in fact. Anyway, did you hear that Janice and Luis have finally bought a place of ³ ? It means that Janice can have ⁴ room for her research. The bad news is that they lost ⁵ new dog almost immediately. They found ⁶ collar on the pavement outside the house. Luis has used ⁷ design skills to produce a wonderful 'lost dog' poster, so perhaps someone will contact them! Jenny said you were going away on ⁸ for a few days. It's good to do that now and again, but I hope you don't get lonely. I've got ⁹ little drama in the next few days. Do you remember when we were having ¹⁰ meal out together, and I got a pain in ¹¹ leg? Well, my doctor hit me on ¹² knee with a stick a few times, and then said I needed to go into hospital for a few checks. So wish me luck!

Love, Sara

C Emphasizing that something belongs to us

Jessica is showing a new employee around the office. Complete their conversation with the correct possessive pronouns. On three occasions, you will need to write *of* before the pronoun.

- JESSICA Welcome to the design section, Adam. This desk is *yours* ⁰, so you can put your things on it now, if you like. ¹ is over there. If you need anything, you can just give me a shout!
- ADAM Thanks. That computer ² is making a funny noise. What does it mean?
- JESSICA Don't worry, it's just to remind me I've got a deadline. A colleague ³ in marketing showed me how to fix it up. By the way, that fax machine belongs to us, and the photocopier is ⁴ too.
- ADAM That drawing above the desk in the corner looks interesting. Who did it?
- JESSICA Lauren works over there. It's ⁵.
- ADAM There are two other members of the section, aren't there?
- JESSICA That's right. Bill and David. They work together. That desk by the wall is ⁶. By the way, we've got a little kitchen as well. Use anything you like in there, but don't touch David's mug! The red one is ⁷. He's a bit sensitive about it. Anyway Adam, if you have any more questions, just ask. I've got plenty of time this week.
- ADAM Really? When's that deadline ⁸, then?
- JESSICA It's not ⁹, actually. It's Lauren's! Her computer isn't working at the moment, so messages are sent to ¹⁰!

Possessives and pronouns

Myself, yourself, etc., each other and one another

4 We use reflexive pronouns (myself, yourself, himself, herself, itself, ourselves, themselves):

- to talk about actions where the subject and verb are the same person:

*Why don't you make **yourself** some lunch?
I'm teaching **myself** Russian at the moment.
Yes, we packed all the bags **ourselves**.*

- after prepositions:

*Tell me all **about** yourself.
Do you think she's looking **after** herself?*

except for prepositions of place, where an ordinary pronoun makes the meaning clear:

*We'll never get a ticket. There are so many people in front **of us ourselves**!*

- in some common expressions with verbs:

*Try to enjoy **yourself** while you're there.
Just relax and make **yourselves** at home!
I hope the kids behave **themselves** at Jo's.
Please help **yourself** to coffee. (= take some when you want.)*

But note that in English many common verbs (e.g. **get up, wash, shave, dress, hurry, lie down, relax, remember, wonder**) are not normally reflexive as they are in other languages:

*Why don't you lie **yourself** down for a while?
I had to shave **myself** quickly at the airport.*

5 We also use them for emphasis:

*Did you paint that **yourself**? It's very good.
I complained to the manager **herself**.
We like the restaurant **itself**, but the meals are so small!*

and sometimes because they sound more polite:

*I would like to thank you all for the beautiful present you have given my wife and **myself**.
Is that jumper for **yourself**, madam?*

6 We use each other/one another (same meaning) like this:

*We phone **each other** pretty regularly.
They shout at **one another** all day long!*

Compare:

*They love **themselves**, those two! (= each person loves him/herself)*

and:

*They love **each other** very much. (= each person loves the other.)*

By myself means 'alone':

*I'd like to go for a walk **by myself**.*

or it emphasizes 'without help':

*Don't worry. I can do it **by myself**.*

Grammar in action

4 We use reflexive pronouns when we talk about a number of everyday activities around the house. We might have invited guests:

*You must make **yourselves** at home while you're here.
Feel free to help **yourselves** to anything you like in the kitchen.*



5 We also use reflexive pronouns for emphasis. We might be talking about a trip abroad:

*We spent a week in Istanbul **itself**, and then a month in a little village. The villagers **themselves** were very welcoming.*

6 We use each other/one another to talk about the relationship between two people. Here we're talking about old friends:

*Jo and Sue talk to **one another** all the time, and go out for a meal with **each other** every week!*

D Getting ready for guests

Fran, Alex and their daughter Millie are expecting visitors. Complete their conversation with the words/phrases in the box.

myself yourself over myself of herself yourself to yourself yourselves

- FRAN I've just looked at myself ⁰ in the mirror. I've got flour all
- ALEX (from upstairs) What did you say? Are you talking², Fran?
- FRAN I thought you were in the living room. What are you doing?
- ALEX I'm getting dressed. I've just shaved and had a shower.

- FRAN Make³ look smart, will you? And where's Millie?
 ALEX She's only just got up.
 FRAN Well, she should be ashamed⁴.
 ALEX (coming downstairs with Millie) Here we are. Fran, you're covered in flour.
 FRAN Well, I've been cooking while you two have been enjoying⁵.
 Have you cut⁶, Alex?
 ALEX Oh dear, I must have done it shaving. I'll wipe the blood off in the kitchen.



E Hotel review

Barry has written a review of the hotel he visited with his wife. Complete the text with the phrases in the box.

the bikes themselves poured ourselves served us herself
 the owner herself had cooked himself the hotel itself
 the vegetables themselves makes it herself the building themselves

The hotel itself⁰ has a magnificent location amongst the green hills of Worcestershire. When we arrived at about two o'clock in the afternoon,¹, Mrs Collier, greeted us. She explained that she and her husband had restored² over a period of ten years. When we got to our pleasant room, we³ some fresh apple juice. Mrs Collier⁴ from the apples they grow in the gardens surrounding the hotel. That evening we returned from a long walk to a delicious meal that Mr Collier⁵. And Mrs Collier⁶ in the elegant restaurant at the front of the hotel. She explained that they grew all⁷ in their garden. Next day, we went for an enjoyable ride on the bikes that guests can borrow from the hotel.⁸ were a little old – but the weather and the scenery were wonderful.

F Christmas with the family

Complete the conversation with the words/phrases in the box.

brother's brothers' mine buy myself by myself another
 each other each yours himself themselves their

- DAN Are we going to spend Christmas Day itself with my family or *yours*⁰?
 CHRISSIE¹, if that's OK. My twin brothers are coming back home from America, so it would be nice to spend time with them.
 DAN Are your² wives and children coming with them?
 CHRISSIE I think so. Did you know that though they are both in the States, Carl and Mike don't actually visit³? Which means that⁴ wives have never met!
 DAN I wonder if the wives look as much alike as your brothers? I'd like to be there when they introduce⁵ to one⁶!
 CHRISSIE Carl and his family are actually moving to Japan next year for his company. He's teaching⁷ Japanese, so he can speak to his clients!
 DAN I wouldn't like to learn Japanese⁸. I reckon that must be really difficult.
 CHRISSIE Apparently, a colleague of my⁹ learnt it in six months.
 DAN By the way, are we going to buy¹⁰ other presents?
 CHRISSIE Let's not bother. I'll¹¹ some shoes, perhaps.

A Introducing information

Jane is emailing her friend Geoff. They live in a village in Wales. Fill the gaps with *there*, *there's*, *there are*, *there aren't*, *it*, *it's*, or *it's not* (using some of them more than once).

X

*There's*⁰ a good band at that pub 'The Jolly Piper' in Cardiff next month. If¹ enough of us, perhaps we could hire a minibus and go over there?² would be good to see some live music again, wouldn't it? The band is called 'Bright Tiger'.³ two lead singers. One of them, Maxine Rice, used to be in that folk group, 'The Tailors'.⁴ that far to drive.⁵ would be no need to leave until late afternoon. The only problem is that⁶ on a Friday, so there may be quite a lot of traffic around.⁷ a pity that Jilly's in Spain. She would really love to come. Anyway, I rang the venue today.⁸ a lot of tickets left, so we'd better make our minds up soon.

◆

B Talking about time, weather, distance and general situations

Three classmates are setting up a photo exhibition at school. Liam has not arrived with his photos. Fill the gaps with *it's*, *is there*, *there's*, *there are*, *there aren't*, or *there'll be* (using some of them more than once).

RUBY *It's*⁰ five o'clock. People will be arriving in an hour.¹ a waste of time worrying about Liam. We'll need to find some more photos to fill the space.² nothing else we can do.

DYLAN³ no use looking around the school.⁴ any more photos in the classrooms.

RUBY Then let's re-arrange the ones that we've got. Look at the one of the trees, for example.⁵ too far from all the rest. Can you move it, Dylan?

DYLAN Of course.⁶ a chair or something that I could stand on?

ETHAN⁷ some downstairs. I'll get you one.

RUBY⁸ strange thinking that this room will be full of people soon. Do you think⁹ many visitors, Dylan?

DYLAN Why not?¹⁰ a wet day. It's something to do, isn't it?

C Talking about the things in a particular place or group

Rob is going to work for Clive, the manager of a marina. Fill the gaps with *all*, *some* or *none*.

CLIVE *Some*⁰ of the owners have kept their boats here for thirty years, but new yachts join¹ the time.

ROB Wow! That's a magnificent yacht, isn't it? I wonder how much that cost?

CLIVE² of these boats are very expensive. But you have to remember that³ of the owners are important to us, regardless of money.

ROB And they⁴ pay an annual fee?

CLIVE⁵ businesses need to make a profit, Rob! Most owners pay around £5000 per year, but⁶ pay more.

ROB⁷ marinas charge for electricity, and others don't. Is that right? Are there extra charges here?

CLIVE No, there are⁸. Everything is included. Right, I think that's⁹ you need to know for today. We'll see you tomorrow morning at seven o'clock!

A marina is place where people keep boats.

WORD
FOCUS

23

There, it, and indefinite pronouns There and it

1 We can start a sentence with **There** or **It + be**.

*There's a flight at eleven. Is that a good time?
It was nice to see Ben looking happier.*

Note that, as in some examples below, we can put a modal verb (or **seems**, **appears**, **happens**) before **be**.

- **There + (adjective) + noun** (all tenses) introduces something, or says that it 'exists':
*There's a good film on TV tonight. It's a good film on TV... A good film is on TV...
There seems to be a problem with this CD.*

We often use it with words like **some(thing)**, **any**, **nothing**, **much**, **more**, **many**, **enough**, **a lot of**:

*There weren't enough eggs for an omelette.
There could be some delays on the roads today.*

- We use **It + adjective** or **(adjective) + noun** for time, weather, distance, general situation:
*It's a hundred miles at least to Bristol.
It was nice in Italy this summer, wasn't it?*

and with **infinitive**, **-ing** and **that-clauses**:

*It would be good to see Harry again.
It's funny looking at old photos of yourself.
It's a pity (that) you didn't bring your camera.*

A number of negative expressions use **there** or **it**:

*There's no sense/point in waiting.
There's no need to worry about me.
It's no good/no use/not worth hurrying.
It's a waste of time arguing with him.*

Note that we often begin a sentence with **There** and use **it** afterwards:

There's a play I'd like to see. It's about a doctor, and it's set in Poland.

2 This, these, that, those

We use **this/these** to talk about things that are close to us (in distance and time), and **that/those** for things that are further away:

*This milk smells bad. When did you buy it?
Do you remember those holidays we spent in Cornwall when we were kids?*

3 All, most, some, no/none

We can use these words to talk generally:

*All children need exercise.
Most restaurants have vegetarian menus.
Some hotels have gyms.*

but we normally use them to talk about things in a specific group/place:

*All (of) the sandwiches in the shop were made today and most of the food is home-cooked – but some of the cakes contain nuts.
None of our cheeses are available anywhere else.*

Note that **no** is used specifically:

There are no eggs left.

and occasionally generally:

No teacher is always right.

and that **none** can be used on its own:

There are none left.

Note also how we use **all** with a pronoun:

Tim ate all of them/them all.

Other uses of **all**:

- meaning 'everything/the only thing':
*She gave me all (that) I needed.
All I want is a rest!*
- as a mid-position adverb:
They're all talented actors.
- in expressions: **all afternoon**, **all right/alright**, **above all**, **after all**, **at all**:
I'm not at all happy with the service in this restaurant.

We use **that** to talk about something we and the listener are familiar with:
I can't find that book on Italy.

Grammar in action

1 We use **There + be** to introduce information, or to say that something exists. We might talk about our town:
*There's a new restaurant on Clyde Street. ~ Really?
There are six already, aren't there?*

2 We use **It + adjective/noun** to talk about time, weather, distance, and general situations. Here we're talking about a trip:
It's lovely in Scotland at this time of year, but it's such a long way to drive.

3 We use **all**, **most**, **some**, and **no/none** to talk about the things in a particular place or group. We might talk about a language school:
Some of our staff are part-time, but all of them are experienced teachers.

A Introducing information

Jane is emailing her friend Geoff. They live in a village in Wales. Fill the gaps with *there*, *there's*, *there are*, *there aren't*, *it*, *it's*, or *it's not* (using some of them more than once).

X

*There's*⁰ a good band at that pub 'The Jolly Piper' in Cardiff next month. If¹ enough of us, perhaps we could hire a minibus and go over there?² would be good to see some live music again, wouldn't it? The band is called 'Bright Tiger'.³ two lead singers. One of them, Maxine Rice, used to be in that folk group, 'The Tailors'.⁴ that far to drive.⁵ would be no need to leave until late afternoon. The only problem is that⁶ on a Friday, so there may be quite a lot of traffic around.⁷ a pity that Jilly's in Spain. She would really love to come. Anyway, I rang the venue today.⁸ a lot of tickets left, so we'd better make our minds up soon.

▲

B Talking about time, weather, distance and general situations

Three classmates are setting up a photo exhibition at school. Liam has not arrived with his photos. Fill the gaps with *it's*, *is there*, *there's*, *there are*, *there aren't*, or *there'll be* (using some of them more than once).

- RUBY *It's*⁰ five o'clock. People will be arriving in an hour.¹ a waste of time worrying about Liam. We'll need to find some more photos to fill the space.² nothing else we can do.
- DYLAN³ no use looking around the school.⁴ any more photos in the classrooms.
- RUBY Then let's re-arrange the ones that we've got. Look at the one of the trees, for example.⁵ too far from all the rest. Can you move it, Dylan?
- DYLAN Of course.⁶ a chair or something that I could stand on?
- ETHAN⁷ some downstairs. I'll get you one.
- RUBY⁸ strange thinking that this room will be full of people soon. Do you think⁹ many visitors, Dylan?
- DYLAN Why not?¹⁰ a wet day. It's something to do, isn't it?

C Talking about the things in a particular place or group

Rob is going to work for Clive, the manager of a marina. Fill the gaps with *all*, *some* or *none*.

- CLIVE *Some*⁰ of the owners have kept their boats here for thirty years, but new yachts join¹ the time.
- ROB Wow! That's a magnificent yacht, isn't it? I wonder how much that cost?
- CLIVE² of these boats are very expensive. But you have to remember that³ of the owners are important to us, regardless of money.
- ROB And they⁴ pay an annual fee?
- CLIVE⁵ businesses need to make a profit, Rob! Most owners pay around £5000 per year, but⁶ pay more.
- ROB⁷ marinas charge for electricity, and others don't. Is that right? Are there extra charges here?
- CLIVE No, there are⁸. Everything is included. Right, I think that's⁹ you need to know for today. We'll see you tomorrow morning at seven o'clock!

A marina is place where people keep boats.

WORD
FOCUS

There, it, and indefinite pronouns

Someone, anywhere, etc.; each, every; both, either, neither

- 4 We can combine **some-**, **any-**, **no-** and **every-** with **-one/body**, **-where**, and **-thing** to make **someone**, **anybody**, **nowhere**, **everything**, etc.

Words beginning with **some-** and **any-** are used in the same way as **some** and **any**:

some = positive sentences; questions expecting the answer 'yes'

any = negative sentences, 'open questions' and the idea 'it doesn't matter which':

Let's have something unusual for dinner.
Would you like someone to go with you?
I can't see anyone here. Are we early?
Have you been anywhere interesting*?
Anybody could beat you at tennis.*

* Note in these examples how we can use an adjective after these words. Note also below how they take a singular verb – but normally a plural pronoun afterwards:

*Everyone is ready, aren't they?
No one likes being criticized, do they?
If anybody rings, tell them I'm out!*

- 5 **Each** and **every** are similar in meaning:
Each/Every time I hear that song, I think about our holiday in Greece.

but **each** (= two or more) emphasizes individual things, where **every** (= three or more) makes us think of the group:

Every café in the street was busy, and each one sold a different type of local food.

- We use **each of**; **each** on its own; **each** as a mid-position adverb, and for prices:
*She gave each every of us a small gift.
Look at those houses! Each Every is a different colour.
The children have each got their own bedroom.
The teddy bears cost £20 each.*

- We also use **every + one of**; and in expressions (often with time):

*There's only one prize but every one of you is a winner.
I visit them every two weeks. (= every fortnight)
It's rained every single day here!*

- 6 We use **both (... and)**, **either (... or)** and **neither (... nor)** to link two ideas, either as 'pairs':

*Both Chris and Barry play rugby every week.
We can either stay in, or go out for a walk.
Neither Joy nor Sally enjoy(s) shopping.*

or, more often, on their own:

*Both of us like jazz.
Both (of the) films were awful.
We both prefer quieter holidays.
Coffee or tea? ~ Neither, thanks.
I don't like either of these (paintings).
Do/Does either of you want to come to the shop?*

Grammar in action

- 4 We use **something**, **anybody**, **nowhere**, etc. all the time in everyday conversation. Here we're talking about a family celebration:
Have you forgotten to invite anyone? ~ Relax. Everything is ready for the big day.
- 5 We use **each** to emphasize individual things, and **every** to talk about groups and regular events. We might talk about a concert:
Every time she sings, she turns each song into a different story!
- 6 We use **both ...and**, **either ...or**, and **neither ...nor** to compare people and experiences. Here we're talking about work:
We both enjoy living in the country, but neither of us likes commuting every day.

D Getting ready for a wedding

Diana and her flatmates are about to go to her sister's wedding. Complete their conversation with the words in the box.

no one nothing someone somewhere something anyone anywhere
anything everybody

DIANA Has anyone⁰ seen my black shoes? They must be here

GREG There's² to have for breakfast, and we won't get³ at all to eat again until three!

HIDEO I hope⁴ is ready. The car's coming in ten minutes!

DIANA What about my shoes? I can't go⁵ without them, can I?

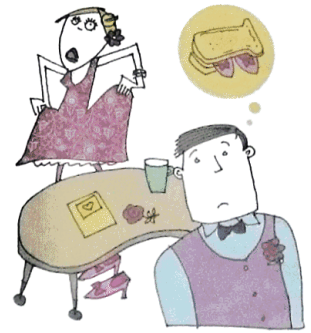
GREG⁶'s seen your shoes, have they? Could we perhaps stop for a burger on the way to the church?

HIDEO There's⁷ wrong with that idea, Greg. We can't eat burgers in our suits.

DIANA⁸ must have seen my shoes. I've looked everywhere.

HIDEO Greg's probably eaten them by now. Have you looked under the table?

DIANA (finding her shoes) Thanks, Hideo. Someone should give you a medal.



E A local hotel with big plans

Max, a hotel owner, is finishing a short presentation to two local business people. Fill the gaps with these words, using some more than once: *and, both, each, either, every, neither, nor, or*.

MAX ... and, as I said, *each*⁰ of our rooms has a flat screen TV and internet access, so guests can¹ work or relax. The sheets and towels are changed² two days. Well, I think I've finished. Are there any questions you'd like to ask?

CHRIS You have two suites, Max. Does³ have a jacuzzi?

MAX They⁴ do, actually. And in⁵ suite there's also a small sauna.

AMY This hotel has changed ownership⁶ two years or so. Are you here for the long term, Max?

MAX Definitely, Amy.⁷ I⁸ my team would want to leave after the effort we've put in here.

CHRIS Why did you decide to have⁹ a French¹⁰ a Japanese restaurant? Is your hotel big enough to support these two restaurants?

MAX I hope so. I believe that¹¹ restaurant has its own character. Guests can choose¹² to enjoy the lively atmosphere of the French one,¹³ the calmer pleasures of our Japanese cooking. Oh, and I forgot to mention that all our guests leave with a free bathrobe. Some hotels that I know charge thirty pounds¹⁴ for their robes!

F Review of 'The House by the Sea'

Add these words to this film review to make it correct:

to neither them one nothing it of seems and

of

There are a lot / unusual things about the film 'The House by the Sea'. To begin with, rains throughout the whole two and a half hours of the film. There is strange about wet weather in Scotland, where the movie is set, but it would have been good see the sun shine at least once. The second thing is that every of the characters seems to be selfish or bad or an actual criminal. The main focus is on a man and his wife who decide to spend their money on the house by the sea of the title. It's a pity of them have any qualities that would make you care what happened to them. Each of has a dark secret. Anyway, nothing actually to happen in the end. Both the man his wife decide to return to the city, and the rain just keeps falling! I would say to anyone thinking of seeing this film, you might prefer a cold shower and an argument with your best friend!

24

Adjectives

Position; order; *-ing* or *-ed*; compound adjectives

- 1 Most adjectives can come either before nouns:
a wonderful day a spicy meal

or after verbs such as **be, get, look, become, seem, appear, sound, feel, taste, smell, turn**:
It's getting dark. That smells interesting!

But some can only come first: **main, principal, chief; former, future; pure, sheer** (meaning 'complete'); **live** ('not recorded'/'not dead'), **late** ('dead'):
*the main idea the future president
the late actor, Michael Foster live music
a live fish sheer madness! pure nonsense!*

and some can only come after nouns: **afraid, ashamed, alive, alone, asleep, awake; glad, upset**:
*an asleep baby a sleeping baby
an afraid child a frightened child*

- 2 If we use more than one adjective before a noun, we normally put them in this order:

opinion¹; size²; age³; shape⁴; colour⁵; origin⁶; material⁷; purpose⁸:

*a gorgeous¹ white⁵ cat a big² square⁴ table
an old³ Swiss⁶ watch plastic⁷ reading⁸ glasses*

Note that nouns like 'plastic' are often used as adjectives to describe other nouns:

*a leather jacket a lemon cake a gold ring
an ugly concrete building a road sign*

- 3 We use ***-ed* adjectives** to say how we feel, and ***-ing* adjectives** to describe the things that make us feel that way:

It's a puzzling book, but I liked it. ~ Well, I wasn't puzzled by it at all. I found it boring.

Other words that work like this include:

*interesting/interested annoying/annoyed
disappointing/disappointed tiring/tired
frightening/frightened amusing/amused*

- 4 **Compound adjectives** often use ***-ed*** and ***-ing***:
*a highly-educated woman a newly-married,
a well-organized presentation a hard-hitting
documentary a rapidly-growing city
a slow-moving train a good-looking man*

Other common compounds are:

*a big-name star a fast-food outlet a high-
tec product an inner-city project a late-night show
a long-haul flight a long-term investment*

We sometimes use adjectives on their own to give short positive replies to people:

*I'll see you tonight, then. ~ Lovely!
We can get a pizza afterwards. ~ Brilliant!*

Grammar in action

- 1 We use **adjectives before and after nouns** to add important information to our descriptions. Here we're talking about a meal in a restaurant:
The main reason we went to Bali Nights was to try one of their delicious curries.
- 2 We sometimes use **more than one adjective** before a noun to add extra information. We might talk about a shopping trip:
I managed to find some beautiful blue curtain sales.
- 3 We use ***-ed* adjectives** to say how we feel, and ***-ing* adjectives** to describe the things that make us feel that way. We might talk about a lecture:
It was a fascinating talk on theories of time, but to admit I was confused by some of the ideas!



A Adding important information to our descriptions

Darren attends Amanda's work event. Read the conversation first, then underline correct adjectives.

AMANDA The *former* / *tall*⁰ man in the corner is Kevin Woods, my *future* / *former*¹ bc

DARREN He looks *friendly* / *main*². You were *glad* / *upset*³ when he left, weren't you

AMANDA Yes, I was pretty sad. There was a *glad* / *pleasant*⁴ atmosphere when he was in charge. Now it's just a *sheer* / *main*⁵ effort all the time!

DARREN These sandwiches taste very *easy* / *salty*⁶, don't they? I wonder if you've got some *careless* / *asleep*⁷ caterers? Look! There's going to be a *live* / *an alive*⁸

AMANDA But first my *new/late*⁹ boss is going to make the *future/main*¹⁰ speech.
 DARREN He seems rather *alive/nervous*¹¹. I suppose it's an *important/afraid*¹² moment.
 AMANDA Shall we sit down and get *comfortable/glad*¹³? It could be a long speech! If I'm still *awake/live*¹⁴ at the end, let's go and get some dinner somewhere.

Caterers are people who prepare food professionally.

WORD FOCUS

Adding extra information

Gill talks to her brother after visiting the house of their Uncle Geoffrey, who has had to go into hospital. The adjectives in brackets are in alphabetical order. Write them in the spaces, changing the order if necessary.

GILL I've just got back from Uncle Geoffrey's strange old⁰ house! (old / strange)
 ROBERT What's it like? I've been trying to remember.
 GILL Well, there's a¹ entrance hall, to begin with. (long / narrow)
 ROBERT Oh yes. It leads into a² kitchen, doesn't it? (bright / large)
 GILL That's right. And there's an³ window with a view of the garden. (round / unusual) I found the⁴ vocabulary book he asked for in the living room. (French / small)
 ROBERT He's still trying to improve his French, then?
 GILL I think so. There were some⁵ things that I picked up too. (personal / small) I thought he might want them. There was a⁶ wallet, for example. (brown / leather)
 ROBERT You didn't find any of his⁷ handkerchiefs, did you? (cotton / favourite / white)
 GILL I'm afraid not. But I found the⁸ sweater that he wanted. (black / old)

Saying how we feel, and describing the things that make us feel that way

Two students are discussing their work. Underline the correct *-ing* or *-ed* form, and add one of these endings to the words with hyphens (-): *breaking / term / lit / populated / organized*.

EMMA What's the matter, Owen? Were your marks *disappointed/disappointing*⁰?
 OWEN I'm afraid so. I wasn't really surprised, though. It wasn't a well-organized⁰ essay.
 EMMA I've started to get *worried/worrying*¹ about the exams at the end of the month.
 OWEN They'll be *tired/tiring*², won't they? Six hours of exams a day!
 EMMA I always get a headache, sitting in that brightly-.....³ exam hall with a hundred other students.
 OWEN The *annoying/annoyed*⁴ thing is there's always someone writing faster than you!
 EMMA Well, don't get *depressing/depressed*⁵ by it all.
 OWEN It's just that everyone else seems to be working harder than me. My flatmate Josh has just completed a record-.....⁶ fourteen hours on one essay without stopping to eat or watch TV.
 EMMA He must be *exhausting/exhausted*⁷. What was the essay on?
 OWEN The title was something like 'Discuss the long-.....⁸ problems of densely-.....⁹ city centres'. It's actually quite an *interesting/interested*¹⁰ subject, I suppose.
 EMMA That's the good thing, I guess. There's no time to get *boring/bored*¹¹!

Adjectives

Comparatives and superlatives; comparative structures

- 5 We form **comparative and superlative adjectives** by changing the form of the adjective:

hot → *hotter* *sharp* → *sharpest*

or by using **more** and **most** or **less/least**:

more important *most intelligent*

- 6 The following adjectives all add **-er** and **-est**:

- one-syllable adjectives:

high / higher / highest *nice / nicer / nicest*

NB: adjectives ending with a **single vowel + single consonant** double the consonant:

big / bigger / biggest *thin / thinner / thinnest*

- two-syllable adjectives ending in **-y**, and in **-ow**, **-le**, and **-er**:

noisy / noisier / noisiest (NB: *-y* becomes *-i*)

narrow / narrower / narrowest

simple / simpler / simplest *clever / cleverer / cleverest*

- 7 The following adjectives use **more** and **most**:

- all two-syllable adjectives ending in **-ing**, **-ed**, **-ful**, and **-less**, e.g.:

boring *charming* *worried* *crowded* *careful* *cheerful* *helpless*

- other two-syllable adjectives, e.g.:

famous *modern* *nervous* *afraid* *jealous* *handsome*

- all adjectives with three or more syllables, e.g.:

interesting *excellent* *beautiful* *unusual*

- 8 There are some exceptions to these rules:

good / better / best *bad / worse / worst*

far / farther or *further* / *farthest* or *furthest*

Elder/eldest can be used instead of **older/oldest**, but only for family members, e.g. *my elder sister*.

Note also that some **two-syllable adjectives** can use either **-er/-est** or **more/most**. These include **clever**, **common**, **polite**, **untidy**, **lonely**, **friendly**.

- 9 The three main structures for comparing are:

- 1) **comparative adjective + than**

Dan's a bit older than me, isn't he?

This restaurant is less expensive than it looks.

This test is much easier than the one last week.

- 2) **(not) as + adjective + as**

You're just as intelligent as your classmates.

But his car is almost twice as fast as mine!

Scotland isn't nearly as far as you think.

- 3) **the/my, etc. + superlative adjective**

That is by far the best present I've ever had!

Our oldest friend is a policeman called Sam.

Bill Gates is one of the richest men in the world.

Apparently, Friday was the coldest day of the year.

Note in the two last examples above that we normally use **in** after superlatives for places, and **of** for periods of time.

Note too, throughout the examples, the use of the modifying words **a bit**, **much**, **just**, **almost**, **nearly**, **far** and **one of**.

- 10 There are other less common structures:

It's getting colder and colder.

The longer people wait, the angrier they get.

Often we don't express the 'than part' of a comparative structure because it's obvious:
It's hotter today, isn't it? (than yesterday)

Grammar in action

- 4 We use **comparative adjectives and structures** to describe the similarities and differences between two people or things. We might talk about work:

Don't you think that Mike's job is much easier than ours? He doesn't seem to have any monthly sales targets.

- 5 We use **superlative adjectives** to highlight the distinctive feature(s) of one thing amongst a group of three or more. Here we're talking about sport:

She's not only the fastest female athlete in the world but also the most competitive.

D Choosing a flat

Lola is advising Larry. If it is necessary or possible, change the adjectives in brackets into their comparative forms. If you can't make a change, put a tick (✓).

LARRY I've got to make a decision now between two flats, one in the centre and the other outside town.

- LOLA It isn't a difficult decision. Which is the bigger (big)⁰ one of the two? It's as easy (easy)⁰ as that! The more room you have, in my view, the (good)¹
- LARRY The one outside town is (spacious)². But it's also (far)³ from my job, of course. I had a look at it this morning. It isn't as (modern)⁴ as the town centre one. But it's (quiet)⁵
- LOLA Do you feel (comfortable)⁶ in one than the other, when you're walking around?
- LARRY That's a difficult question. The one in the centre is (cheerful)⁷ in a way, because it's full of light. It's got two large windows. And it isn't nearly as (expensive)⁸ as I thought it would be.
- LOLA I don't know what to say, Larry. They're almost as (attractive)⁹ as each other in their different ways. Shall I come with you tomorrow and have a look?

Now rewrite these sentences, following the example.

- The second flat is bigger than the first. The first flat isn't as big as the second.⁰
 The first flat is more cheerful than the second. The second flat isn't¹⁰
 The second flat isn't as modern as the first. The first flat is more¹¹

E The best and the worst hotels in the world

Complete the conversation with the superlative forms of the adjectives in brackets, and fill the four gaps (after the example) with the correct word.

- MIRANDA Which is the nicest (nice)⁰ hotel you've ever⁰ stayed in? I mean, (luxurious)¹?
- LILLIAN I don't know. I don't have enough money to stay in (expensive)² places. I can say which is (strange)³ hotel, though. That was a castle in Scotland. It had a ghost and no central heating, so it was (cold)⁴ as well as (frightening)⁵ place! It was probably⁶ (bad) experience⁷ my life.
- MIRANDA Well, I was lucky enough to stay in⁸ of (exclusive)⁹ places¹⁰ the world – 'The Tangerine Tree' in the Bahamas. But my company paid for me! It was (lovely)¹¹ hotel I've been to by¹², but I'll probably never go again.

F A chocolate-eating dentist

After the example, correct six more mistakes in the text about Charles by changing or adding word/letters.

closest
 One of my / most-close friend is a dentist called Charles. He always carries a green big umbrella with him. He isn't as talkative some of my friends, but what he says is often original than you normally hear. I met him on a long-hall flight to Sydney. He offered me a piece of Belgian mouth-watering chocolate, and we started talking. It seemed like the quicker flight to Australia that I'd ever been on.



25 Adverbs

Formation, types, and position

- We use **adverbs** to modify the meaning of:
 - verbs: *It's best to eat slowly.*
 - adjectives: *The film was fairly good.*
 - other adverbs: *They played surprisingly well.*
 - clauses/sentences: *I enjoy journeys, actually.*
- Many adverbs are formed by adding **-ly** to adjectives, e.g. **obvious** → **obviously**, but with these spelling changes to adjectives ending in:
 - y e.g. **happy** → **happily, heavily**
 - ble e.g. **possible** → **possibly, terribly**
 - ic e.g. **realistic** → **realistically, scientifically**
 Note that **true** and **whole** drop -e → **truly, wholly**.
- Some adjectives, however, do not change form when they are used as adverbs, e.g. **fast, early, hard*, late***:
 - a fast car / he walks fast he's late / he arrived late*

Hardly and **lately** are different adverbs:

 - He hardly eats anything.*
 - Have you seen any good films lately?*

hourly, daily, weekly, monthly:

 - a monthly magazine / we're paid monthly*
 - Another group of adjectives ending in **-ly** have no adverb form, e.g. **friendly, lively, lonely, lovely, silly, ugly**, so we have to use a phrase instead:
 - They argued **uglyly** in an ugly way.*
 - And some adverbs (e.g. **easy, fine, tight, right, wrong**) have a regular and also an idiomatic 'adjective' form, e.g.:
 - She passed **easily**. / Take it **easy**!*
 - He cut the onion **finely**. / You're doing **fine**.*
- An adverb's **position** normally depends on its type (though change for emphasis is often possible):
 - 'Mid position' (after auxiliary verbs and before other verbs): frequency adverbs (e.g. **every day, sometimes, occasionally**), 'completeness' adverbs (e.g.

completely, almost, nearly, quite, rather, sort/kind of, hardly, scarcely), 'certainty adverbs' (e.g. **certainly, definitely, obviously, probably**) and 'focus adverbs' (e.g. **also, just, even, only, mostly**):

I've often seen him at the gym. He almost finished two giant pizzas! I'll probably see you later, then.

2) 'End position': manner adverbs (**slowly**, etc.), time adverbs (e.g. **today, last year, soon**), place adverbs (**here, in town**, etc.):

He spoke quietly. Let's do it tomorrow.

Note that if there is more than one adverb, the order is usually manner, place, time:

He works hard at the office most days.

3) 'Initial position': connecting adverbs (e.g. **next, then, however, anyway**) – and sometimes, time and frequency adverbs:

Anyway, we got there in the end. Soon we'll see what happens. Occasionally he'll ring me.

Perhaps and **maybe** also take initial position:

Maybe he'll come by taxi. Perhaps she's gone.

Grammar in action

We use adverbs to talk more precisely about how we do things, including the **time, frequency** and **place**.

- We might be taking part in everyday conversations at home with friends and family:
 - I've just served dinner. Come along quickly and get it while it's hot!*
- We could be at work, writing emails or giving presentations, or at meetings with colleagues:
 - We'll need to handle these negotiations carefully, or we could easily lose the deal.*
- We might be dealing with college work or classmates:
 - I've been looking everywhere for you. I definitely need some help with this essay!*



A Talking more precisely at home about how we do things

Angie and Marc are having dinner. Complete their conversation with the adverbs in the box. You will need to change three of them from their adjective form.

accidental nearly normal perhaps before rather hardly again
this afternoon angry

ANGIE You've hardly⁰ eaten anything, Marc. Are you alright? You're
¹ hungry. Is there anything bothering you?

MARC I'm² worried about Mum. When I visited her
³, I was a bit clumsy. I knocked a cup over
⁴, and she spoke to me very⁵. She hasn't
 done that⁶. Not since I was a child, anyway.

ANGIE I would imagine she gets tired. She is⁷ eighty after all. I
 wouldn't worry. It's probably nothing to do with you.

MARC I'm sure you're right.⁸ I'll visit her⁹ early
 tomorrow morning.

B Talking more precisely at work about how we do things

Mel is emailing her assistant, Sandy. Cross out the repeated adverbs/adverb phrases that are in the wrong position.

✕

Hi Sandy

I'm at now the airport now. I hope you'll this week be OK at the office this week. I'll regularly call you regularly to see how things are going. The deal with Johnson's nearly is nearly finished, so you won't have to worry about that. Toby Johnson definitely will definitely call by later in the week to pick up the papers. He'll also have one or two questions, I guess, but the whole really thing has gone really well, I think. There's only one other thing. Could possibly you possibly see if Joe has finished his report? Talk to him gently, Sandy, gently because he's feeling under pressure! Anyway, if anything suddenly else comes up suddenly, you've got my mobile number, so just give me just a ring.

▶

C Talking more precisely at college about how we do things

Craig joins Erin's team. If there are adverbs in brackets at the end of a sentence, use them to replace wrong words in the sentence. The adverbs are in alphabetical order.

- CRAIG Dave told me / tomorrow you were / yet looking for someone for your project.
 (still / yesterday)⁰
- ERIN That's right. We meet nearly on a Friday, but one of our team has even dropped out. (just / weekly)¹
- CRAIG Well, I'm rarely free on Fridays, so definitely I could join you? (always / maybe)²
- ERIN Excellent. We need to work quite slowly, because there are mostly three weeks left. (only / quickly)³ Second, we're going to do some experiments there. (outside / first)⁴ We're recording temperature changes. First, we need to write them up suddenly. (carefully / then)⁵ Finally, we have to prepare a presentation.
- CRAIG It sounds fine. I did something hardly similar a year before. (ago / quite)⁶
- ERIN Good. We'll hardly see you on Friday at our meeting downstairs on the top floor. (probably / upstairs)⁷

Adverbs

Very, really, etc., comparative and superlative adverbs; adverbs in conversation

- 5 We can use **very**, **really** and words like **extremely** to make adjectives (and other adverbs) stronger:

*I had a very/really good day at college today!
They both work amazingly hard.*

And we can use **fairly**, **quite**, and **not very** to make them weaker:

*It was a fairly easy exam. It was quite a long journey.
It wasn't a very difficult choice.*

Note the position of **a/an** with **quite/not very**.

We also use **rather** (which means 'more than expected'), **too** and **enough**:

*That speech was rather long! I'm too tired to go out.
I'm not rich enough for her!*

Unlike **fairly** and **quite**, **rather** can be used with comparatives:

That film was quite fairly rather more interesting than I thought it would be.

But note 1) that we can't normally modify 'non-gradable' adjectives (e.g. **amazed**, **dead**, **excellent**, **exhausted**, **freezing**, **impossible**, **perfect**) except with adverbs like **absolutely**, **completely**, **really**:

I'm very absolutely exhausted.

2) that if we use **quite** with non-gradable adjectives, it changes its meaning from 'fairly' to 'completely':

That's quite impossible! It can't be finished by Friday.

- 6 For **comparative and superlative adverbs**, we use:

- **more/less** and **(the) most/least** with 'often' and adverbs ending in **-ly**;
- **-er / -est** with **fast**, **early**, **hard**, **late**; **long**, **near**, **high**, **low**, **soon**; and informally with **easy**, **slow**, **loud**, **quick**;
- the same structures (**than/as...as**), modifiers (**nearly**, **much**, etc.) and irregular forms (e.g. **well/better/best**) as adjectives (see Unit 24):
*Do you travel for work more regularly these days?
I don't think they play nearly as creatively as they used to. She gets up much earlier than I do. The company is performing less effectively these days. The chairman spoke the most realistically.*

- 7 Some adverbs are very common in conversation:

- **actually** to show surprise: *Are you actually going to eat that?*

- and to 'soften' responses: *I forgot to tell you, actually.*

- **anyway** in initial position to change the subject: *Anyway, we'd better be getting home, hadn't we?*

- and in end position to mean 'despite': *It was a really long film but I enjoyed it anyway.*

- **then** and **though** in end position to mean 'in that case': *I left quite quickly. ~ You didn't enjoy it, then?*

- and to mean 'however': *I might go. It's a long way to drive, though.*

- **just** to soften requests: *Could you just turn the volume down a little, please?*

We use **absolutely**, **definitely**, **possibly**, **probably** and **exactly** in single-word responses:

*You'll be at the party, then? ~ Absolutely!
Will you be able to finish early? ~ Possibly.*

TIP

Grammar in action

- 4 We use **modifying adverbs** to make adjectives or other adverbs stronger or weaker. We might be at a restaurant:

The fish was fairly good, but the main course was too spicy for me.

or on a day out:

This is an absolutely perfect spot for a picnic!



- 5 We use **comparative and superlative adverbs** to describe changes in behaviour, and differences between people and things. We might be talking about business:

They're marketing their products much more successfully than their competitors.

D A hard day's walking

In this conversation, underline the correct options, but note that sometimes both options are right.

PETE I'm absolutely/very⁰ exhausted. Haven't we walked enough far/far enough¹?

SOPHIE But this is a fairly/quite² easy walk today. Wait until tomorrow.

PETE I'll be *completely/absolutely*³ dead by tomorrow.
 EMILY Pete has a point, Sophie. It's been *fairly/quite*⁴ a hard day today.
 SOPHIE Well, we can have a rest tomorrow if you're *too/really*⁵ tired to walk.
 ROB I agree with Pete that it's been *fairly/quite*⁶ tough, but I have to admit that the view from the top of the mountain was *quite/absolutely*⁷ magical!
 EMILY Except that it was *rather/absolutely*⁸ freezing.
 PETE If we could just walk *rather/fairly*⁹ more slowly, things would be better.
 SOPHIE We'll get a lot fitter as the week goes on, though. Don't worry!

E Responding to the market

Read this short article from a business magazine. Complete the text with the phrases in the box.

designing new products more creatively work harder if means growing faster
 performing less effectively react more quickly coming much earlier
 perform the most successfully

Mike Stafford talks business

The companies that perform the most successfully⁰ these days are the ones that¹ than their competitors to changing markets. There's little point in asking your employees to² the consumer no longer wants the product you're selling. So often in the visits I make to businesses up and down the country, I see staff³ than they could, because they're not really listening to their customers. But there was one interesting exception to this: Barker's Electronics in Stoke. They saw the changes in their market⁴ than their rivals, and they are⁵ than any small company that I've observed recently. Listening harder⁶!



F Getting bad news from a close friend

Jason is talking to his girlfriend, Ella. Complete their conversation with the words in the box.

then actually there unexpectedly last sad extremely uncontrollably though just

JASON What happened to you last⁰ night? We waited for you in town for ages.
 ELLA I know. I'm sorry. Isabel rang me¹. She seemed pretty², so I thought I'd better go and see her. Anyway, when I got to her house, she was crying³.
 JASON So you stayed⁴ all evening?
 ELLA I didn't realize what time it was. Her parents had⁵ told her that the whole family had to move abroad for her dad's new job. It would have been⁶ difficult to leave, wouldn't it?
 JASON It would have been quite nice to get a phone call,⁷. What is Isabel going to do?
 ELLA She doesn't⁸ have much choice, does she?
 JASON So she'll be leaving school and all her old friends,⁹?

26 Prepositions

Place and movement

1 at / in / into / out of / on / onto / off

- **at** = very near to/for business or entertainment:
at the door at the bus stop at the dentist's at a meeting at a party at the theatre at the seaside
- **in** = inside/in an area:
in the kitchen in hospital in the book in the photo in Egypt in the country
- **on** = touching/on top of:
on the desk on the wall on the road on the coast on Baker Street

Note: **in** a car/taxi but **on** a boat/plane/bus.

- **In, into, on, onto** are all used sometimes for movement, but **into** and **onto** (which must be followed by nouns) can be more emphatic:
It started to rain, so we went in.
Walk on the pavement, not the road!
He ran in into my room and jumped onto the bed!
- **out of, off:**
You can't just throw it out of the window!
He knocked my laptop off the table.

2 above / below / across / over / under / through / along

- **above** = higher (opposite is **below**)
- **Across, over** (opposite = **under**) and **through** all mean 'from one side to another', but **across** suggests 'flat', **over** suggests 'above' and **through** suggests 'inside':
We're flying over across the Alps!
The dog jumped over across the wall.
I saw them across over the room.
We walked through across over the wood.
There's a little lamp over/above/below/under the mirror.
There's a forest above/below the town.
(but not **over** = 'on top of').

Note that **over/under** also means 'covering/touching':

Put a blanket over your knees.
Are you wearing a jumper under your jacket?

- **along** = following a line:
Let's walk along the river.

3 next to / by / beside / near / between / among

- **next to, by, beside** = almost touching:
Could you stand next to/beside/by John for the photo, please?

By and **beside** are often used geographically:
... a lovely town beside the sea ... by a river

- **near** = not far from/close to:
I live near Bristol.
- **between** for two; **among** for a group:
a small town between Paris and the coast
I'm sure Don is somewhere among (or in) the crowd.

4 opposite / in front of / behind / beyond

- **opposite** = facing:
Who was the man sitting opposite us at dinner?
- **in front of / behind:**
The man in front of me in the cinema was snoring and the man behind (me) kept kicking my chair!
- **beyond** = further away:
Is there anything beyond the village? ~ No, just the sea.

5 to / towards / away from / past / round / around

- **to** for destination; **towards** (opposite = **away from**) for emphasizing 'getting nearer':
I'm driving to York this afternoon.
Hi, I'm walking towards the station right now.
- **past:**
She walked past me without stopping!
- **round / around:**
Let's have a walk (a)round town.

You can walk **up** or **down** a street:
I'm walking up/down your street.
What number are you again?

TIP

Grammar in action

We use **prepositions** to show place and movement.

- 1 We might be doing everyday things at home or in town:
I've got an appointment at the doctor's, and then I'm going to the station to get some tickets. I'll be going past the post office if you want me to post your parcel.
- 2 Here we're talking about a journey:
The coach will take you over the mountains, through the villages and into the desert. It's the trip of a lifetime!
- 3 We might be talking about social and leisure activities:
I've just been to that new restaurant opposite the bookshop on Broad Street. They actually cook your food at your table.



A Place and movement at home and in town

Val is talking to her flatmate, Karen. Put a preposition in each space, after looking at the pictures.

VAL I'm going into⁰ town. I've got an appointment
¹ the optician's, and I need to pick up a dress
² the drycleaner's³ Station Road.

KAREN Oh, while you're⁴ town could you pop⁵ the baker's⁶
 the drycleaner's, and get me some croissants? You know the baker's I mean? It's
⁷ the florist's and⁸ the bank.

VAL I know the one. It's⁹ the florist's and the newsagent's, isn't it? What will
 you be doing?

KAREN Finishing my painting. Do you want to have a look?

VAL (looking at painting) I like the little white house¹⁰ the town. And the
 river running¹¹ the valley is good. Is that a man or a woman¹²
 the house?

KAREN It's a girl. And that bird has just flown¹³ the house. It's a sign of good
 luck.



B Describing movement on a journey

Ben describes a small accident on the road. Complete the text with one preposition in each space.

I was driving into⁰ the countryside and¹ the city when it happened. I was
 just driving² a little cottage when someone threw a bucket of dirty water
³ a window! The water fell⁴ my windscreen, and I drove the car
⁵ the road and⁶ a ditch! I couldn't believe it. After a few minutes, I saw
 a man walking⁷ me. He walked twice⁸ the car in a circle, each time
 climbing down into the ditch and then back out again! Finally, he put his head⁹
 the car and told me he would get his tractor to pull me¹⁰ the ditch.

C Place and movement on social occasions

Eric is describing meeting an old girlfriend. Complete the dialogue with one preposition in each space.

ERIC You won't believe this, but I saw Stephanie at⁰ a club on Saturday night. I was
¹ a group of friends² the corner. I looked³ the floor
 of the club and there she was, standing⁴ the DJ, who was⁵ a
 kind of small stage. She had the same short blonde hair.

HAZEL I thought she was⁶ America.

ERIC I know. The last time we spoke we were walking⁷ the river on a Sunday
 afternoon, and she was telling me how she never wanted to see me again!
 Anyway, there was a tall thin man⁸ her. I think they were together.

HAZEL You should have jumped⁹ the stage and told her you still loved her!

ERIC If we'd been in a film, I suppose I would have done.

Prepositions Time

6 at / in / on

- **at** for points of the day/holidays:
*at four o'clock at breakfast
at the weekend at Christmas*
- **in** for periods of time:
*in the morning in May in 2012 in the 19th century
in two hours / a year, etc.*
- **on** for days/dates:
*on Wednesday on Thursday morning
on Christmas Day on 13th October*

Remember that **next, last, this, each, every** 'replace' these prepositions:

*I'm working **in** every evening, so I'll see you **on** next Tuesday afternoon.*

7 in / during / for

- **in/during/for**: we can often use **in** or **during** (*I was on holiday in/during July*) but prefer **during** when we talk about a thing that happens 'in the middle of' – and sometimes interrupts – a longer event:
*They both left **in** during the concert!*

We use **for** to say how long something lasts:
I was in Mexico for ten days during the summer.

8 from ... to (or until / till) / between / through / past

- **from ... to / between**:
*The course lasts from Monday to/until/till Wednesday.
I should get there between six and half past.*
- We use **through** for 'from beginning to end':
I'll have to work through the night to finish this report.

We use **past** for 'up to and after' a point in time:
Don't play computer games past eight o'clock.

Note that in American English we can also use **through** for **from ... to/between**:
The festival takes place Saturday through Monday.

9 by / until (till) / before / after / since

- **before/by**: sometimes we can use **before** or **by** (*I need to be back before/by six tonight.*) but **by** often has a more precise meaning of 'not later than':
By / Before this time tomorrow, we'll be in New York.
- **until/by/before**: we use **until** for a situation that will continue up to a point in time, and **by/before** for one action before another:
We'll stay here ~~by~~ before until Monday.
(*till' = informal form of 'until')
You'll have to finish until before/by five.

Note that **not ... until** and **not ... before** can mean the same:

I won't book our flights until/before Tuesday.

and that we can use **before** and **until** to describe how long it is before an event in the future:

There are only two weeks left before/until our holiday.

- **after/since**: **after** is the opposite of **before** (*There be nothing left in the sales after midday.*) and **since** means 'from a point in the past until now':
I've been here since two. Where are you?

Grammar in action

We also use **prepositions** to talk about time.

- 4 We might be describing a family occasion:

It's Toby's eighteenth birthday in September, so we're all going to Scotland for a few days to celebrate.



- 5 Here we're talking about a holiday:

The weather's been terrible since we arrived in Cork but we're here until the weekend. Perhaps we'll get some sunshine before we leave.

D A silver wedding anniversary

Carol and Maddy are chatting at work. Complete their conversation with one preposition in each space, and also delete one wrong preposition.

CAROL What are you up to at ⁰ the weekend? Anything special?

MADDY It's my parents' silver wedding anniversary¹ Saturday. There's a special dinner² the evening. It'll start quite early,³ about five, because there'll be a lot of young kids there.

CAROL Wow! They've been together⁴ twenty-five years!

MADDY They've actually known each other⁵ they were at school. Then they met again by chance⁶ university, when they started work in the same law firm.

CAROL How romantic! Did you organize the dinner?

MADDY My brother and I planned it, but there's still loads to do. We'll probably have to work⁷ midnight on Friday to get everything ready⁸ five on Saturday! Forty people will be arriving⁹ five and six. I'll tell you all about it in next week.

E Planning to drive to France

Holly is asking Derek about his summer plans. Complete their conversation with one preposition in each space, and also delete one wrong preposition.

HOLLY Are you going anywhere special in⁰ the summer?

DEREK Yes. My wife and I are going to be in France¹ the third² the twentieth of August.

HOLLY Really? My boyfriend and I used to drive to France every year³ two years ago.

DEREK Why did you stop?

HOLLY Well, the car broke down⁴ the journey. We got it repaired, but⁵ we had even driven another twenty kilometres, we had an accident. It wasn't too serious, but it put us off driving abroad.

DEREK My wife and I are planning to drive⁶ the night to get to Perpignan⁷ the morning. We'll have to be careful.

HOLLY We all drive on every day, don't we? We haven't had an accident⁸ France, but they can happen anywhere, can't they?



F Renting a cottage by the sea

Charles has arrived at a holiday cottage with his son, Timmy, and their dog, Benji. He emails his wife, who will join them later. Put one preposition in each space.

X

Hi Celia

We're finally at⁰ the seaside. It's a lovely cottage. There's an open fire¹ the living room, and a magnificent photo² the wall of some brave fishermen³ a very small boat at sea. We've been here⁴ lunchtime. Timmy was sick unfortunately⁵ the journey, but he was feeling better⁶ the time we arrived. The drive took a little longer than I hoped, because there was a tractor⁷ us for the last hour. Benji is pretty excited, as you can imagine. If he jumps⁸ my laptop, he's in trouble, though. He's changed, hasn't he? Do you remember when we got him, and he would just hide⁹ the bed all day? How are things going¹⁰ work? It won't be long¹¹ you can join us, will it?¹² that moment, I'll be thinking of you.

Hi Charles

I've just had a late working lunch with my boss sitting¹³ me, asking me questions about the computer project. I'm having to work twice as hard as usual, because my colleague Philip is¹⁴ hospital for a minor operation, so I'm really looking forward to being¹⁵ from work on holiday! I'll be able to drive down¹⁶ work tomorrow evening.¹⁷ the time I get there, you'll have cooked me a delicious dinner, I hope.



- Below are verbs and adjectives + prepositions by category. There are some examples, but you may need to check meanings in a dictionary. Some verbs also appear in Unit 16.
- The lists are in alphabetical order, but you will also find in brackets verbs/adjectives with the same prepositions and similar meanings (e.g. **crash into**, **drive into**) or with different meanings but similar ideas (e.g. **good at**, **bad at**).
- Note that if you use a verb after a preposition, it takes the *-ing* form: *She's good at skiing*. This is also the case if you use a preposition + noun + verb: *The factory closure resulted in twenty workers losing their jobs*. Remember also, as you look at verbs and adjectives, that their noun forms often use the same prepositions (see page 108 for information).

1 verbs + a particular preposition

apply for approve of apologize for believe in
change into comment on concentrate on
crash into (also drive into) deal with depend on
(also rely on) discriminate against enquire
about escape from (also hide from) insist
on object to participate in protest about
recover from (also suffer from) resign from
result in taste of translate into vote for

*They don't approve of children staying up late.
Aren't you going to change into a suit?
I think they're discriminating against women.*

2 verbs + different prepositions and meanings

agree with *and* about *and* on *and* to argue about
and with (also quarrel about *and* with)
hear about *and* of *and* from laugh at *and* about
shout at *and* to think of *and* about
throw at *and* to

*Did you agree on a restaurant for tonight?
We can't agree to all their suggestions!
I've never heard of a writer called Olo.
Have you heard from Scott yet?
What do you think of this painting? ~ It's good.
What are you thinking about? ~ Nothing.
Throw the ball to me, not at me!*

3 verbs + someone / something + preposition

accuse someone of something (also suspect
someone of something) blame someone for
something borrow something from someone
congratulate someone on something download
something from the internet explain something
to someone lend something to someone
prevent or stop someone from doing something
remind someone of something

*I know you suspect him of damaging your car, but
you can't accuse him publicly of doing it!*

4 adjective + prepositions

afraid of (also frightened/scared of) amazed
at/by (also shocked/surprised at/by) anxious
about (also worried about) aware of divided
into fond of good at (also clever/brilliant/
bad/terrible at) impressed by/with jealous
kind to (also nice/rude to) keen on married
pleased with proud of responsible for
typical of

*This brown bread is typical of the region.
You're always so rude to my brother!*

Grammar in action

- 1 We use **verbs/adjectives + prepositions** to talk about politics and current affairs:
I approve of her party's policies. That's why I voted for her.
- 2 We use **verbs/adjectives + prepositions** to describe situations at work/college:
Kate is brilliant at maths. She'll be able to explain the problem to you.
- 3 We use **verbs/adjectives + prepositions** to talk about our relationships with people:
*I'd like to apologize for shouting at you the other day.
We shouldn't argue about things like phone bills.*



A Talking about politics and current affairs

Read the beginning of an interview with a government minister, Tina Brooks. Complete the conversation with one preposition in each space.

- GREG Minister, can you comment on⁰ the agreement you've reached¹ the public sector unions?
- TINA Of course. Basically, we all believe² the same things. For example, we all object³ discrimination⁴ women in the workplace. So there was nothing really to stop us⁵ making a joint statement today. Now we have to concentrate⁶ making it work.
- GREG And will you resign⁷ the government if it doesn't work?
- TINA Look Greg, I'm proud⁸ the achievements of my department. We've helped the country to recover⁹ a difficult economic situation, but there's still a great deal to be done. No one is thinking¹⁰ resigning. If people want to blame me¹¹ the difficulties we've had with unemployment, that's fine. But no one can accuse me¹² sitting back and doing nothing!

B Describing situations at work/college

Mike is sending a message to his tutor at university. Complete the text with the verbs/adjectives in the box in the correct form.

apply translate aware resolve recover pleased comment download enquire

Dear Dr Godfrey

I'm afraid I won't be able to come to our appointment on Thursday. I'm still recovering⁰ from a virus. I think you are also¹ of the difficulties I have been having at home. The reason I contacted you is to² about an extension to my current deadline. I am reasonably³ with my progress; I have⁴ all of the text into French, for example – but I have not had time to⁵ on some of the words and expressions I have used, as I know I am required to do. Do I need to⁶ formally for this extension? I have⁷ a form from the intranet, but it says that for a first extension, your permission may be enough. I am rather anxious about⁸ this, as you will understand, so I would be grateful if you could let me know as soon as possible.

C Talking about our relationships with people

Petra is talking to her father. Complete the verbs/adjectives.

- PETRA I know you don't approve⁰ of Sheila and Kay, but I'm really f.....¹ of them, and we're only planning to go to a folk festival for the weekend.
- BART I don't o.....² to either of them. I just don't think you can r.....³ on them. It's only a month since Kay c.....⁴ her car into a tree, isn't it?
- PETRA But that wasn't t.....⁵ of her! She's normally very careful.
- BART And then there was the time you q.....⁶ with Sheila, and you didn't h.....⁷ from her for weeks.
- PETRA I know. She b.....⁸ me for losing her favourite CD. But we l.....⁹ about it in the end, and now we're best friends again.
- BART Look, I'm not very good at h.....¹⁰ these sorts of conversations. But your mum and I w.....¹¹ about you. It's only natural.
- PETRA Alright. What if I only go for the day? I could take a train on Saturday morning, and be back by Saturday night.

If you need more time to finish a piece of coursework, you can ask for an extension to your deadline.

WORD FOCUS

Verb/noun/adjective + preposition

Prepositions after nouns; *by, with, for*, etc.

5 nouns + prepositions

Note that the prepositions we use with verbs and adjectives are often (but not always) the same for nouns, e.g. **recovery from**, **belief in**, **responsibility for**, but **result in/of**:

advertisement **for** alternative **to** appointment **with**
 with **attack on** ban **on** complaint **about**
 cost **of** cure **for** difficulty **with** discussion **about**
 about **idea of** increase/decrease/rise/drop **in**
 description **of** expert **on** help **with**
 influence **on** introduction **to** lack/shortage **of**
 punishment **for** reaction **to** reason **for**
 respect **for** victim **of**

*Do you have an idea of what the cost will be?
 There's a severe shortage of food in the area.
 What was their reaction to your plan?*

6 By, with and for are all used for explaining things.

We use **by** to describe an agent in passive clauses:
*That picture was painted by your grandfather.
 I think this music is by (composed by) Beethoven.*

We use **by** to describe an action, and **with** for an 'instrument' (tool, object, etc.):

*You'll be able to open it with a screwdriver.
 We managed to open the door by pushing it very hard.*

For explains the purpose of a thing:

*It's the best product for protecting your computer.
 Where's the lock for the bike?*

or the reason for something:

This is a small gift for helping me with the garden.

7 expressions with at, in and on

at home at school at college at work
 at lunch at dinner at the moment
 at the same time

She's at lunch. Shall I get her to call you back?

in cash in advance in conclusion in general
 in my opinion in a mess in a hurry in a temper
 in secret in private in debt in danger in love
 in control in charge of in bed in hospital

Do you want to pay in cash or by credit card?

on holiday on business on a trip on TV
 on the radio on the internet on purpose
 on average on a diet on foot on my own
 on duty on offer

*I did it by mistake, not on purpose.
 Did you come by car or on foot?*

Note the difference:

*At first it was difficult, but in the end we succeeded.
 I cried at the end of the film.
 You've arrived at last! Did you get lost?
 It'll take at least an hour to get there.*

On time means 'on schedule/punctual'; **in time** (for or to do something) means 'early/soon enough':

If my train is on time, I'll be home in time for dinner.

TIP

Grammar in action

4 We often use **nouns + prepositions** in types of writing such as journalism or academic essays:

The Prime Minister made an attack on community service as an alternative to prison.

5 We use **by, with and for** to give explanations. Here we're talking about the best way to eat something:

*It's probably easiest to eat it with your fingers.
 Here's a fork for breaking the shell.*



D Help with an essay

Ryan asks his sister for help. Put one preposition in each space.

RYAN I've got to write an essay. Do you want to hear the titles? The first is, 'Should there be a ban ^{on} boxing?'; the second is, 'Which is more important: a cure ^{for} cancer or landing on Mars?'; and the third is, 'What are the reasons ^{for} the recent rise in unemployment?'

AMY Well, I'm not an expert ⁱⁿ any of them. Don't you have to do it ^{on} your own, anyway?

- RYAN I need some help⁵ it. Give me some ideas,⁶ least.
- AMY How much is it worth,⁷ cash? Look, it's easy. Just write '⁸ general' near the beginning, '⁹ my opinion' several times in the middle, and '¹⁰ conclusion' right¹¹ the end.
- RYAN That sounds great. Why don't you just give me an introduction¹² my essay?
- AMY 'It is difficult to have a useful discussion¹³ unemployment without considering the influence¹⁴ government policy on the number of the jobless. In general, a shortage¹⁵ jobs is not simply a reaction¹⁶ the free market economy; it is the result¹⁷ good or bad decisions made by ministers.'
- RYAN Wow! I knew you'd help me¹⁸ the end. Let me get a pen.

E Waking up to the right tune

This is an advert from a TV shopping channel. Complete the text with these prepositions, using most more than once: *at, by, for, in, with*.

Are you never at work on⁰ time? You probably need a Moodclock, made only¹ Renson UK. It's the perfect gift² the person in your life who never seems to be in your life – because they're always³ bed! If you're always⁴ a hurry in the morning, think about being⁵ control of your life for a change⁶ a Moodclock. There's a button on top⁷ choosing your mood at night: 'cool', 'jazzy', 'country' or 'rock and roll'. In the morning, you'll hear a song⁸ one of your favourite artists in the mood you've chosen! How about that? You don't need to wake yourself⁹ a horrible alarm anymore – you'll have a song on your lips as you get to the kitchen¹⁰ time to have your breakfast. With a system like this, you're ready for your new life¹¹ last! Ring now and pay¹² credit card.



F A protest march

Leo is talking to his mum. Complete the conversation with the words in the box. Sometimes you will need two words in a space.

about at by for in in in to from with borrow danger debt
prison concentrate

- LEO Can I borrow⁰ ten pounds from you¹ my train ticket? I'm going on a march this afternoon, and I need to get to the start² train.
- LIZ What are you protesting³? Can't you just⁴ on your school work?
- LEO We're objecting⁵ the rise in university fees. Don't you realize that students will be⁶ for twenty or thirty years?
- LIZ Won't you be⁷ if there's thousands of people there and the police decide that they don't really want you participating⁸ a march?
- LEO There won't be any trouble. Perhaps,⁹ a march, we can make the government listen.
- LIZ Well just make sure you don't get involved in throwing things¹⁰ the police. I don't want you to end up in¹¹, do I?

28

Relative clauses Defining and non-defining clauses

- 1 We can give additional information about a noun by using two types of clause, both starting with the pronouns **who** or **which**:

1. The first car **which I bought** was a Honda.
2. Sara, **who invited us**, is a psychiatrist.

The bold clause in sentence 1 is called a defining relative clause because it defines the noun 'car'. The sentence would lose its meaning (The first car ... was a Honda.) without the relative clause.

The bold clause in 2 is called a non-defining relative clause. It describes Sara, but the essential part is 'Sara ... is a psychiatrist', not the clause.

- 2 **Defining relative clauses** start with **who** (for people) or **which** (for things), but we often replace these pronouns with **that**:

3. The man **who** that spoke last was a scientist.
4. What's the name of the shop **which** that sells your favourite coffee?

In sentences 3 and 4 above, the relative pronoun represents the subject of its clause:

He spoke first. It sells your favourite coffee.

But it can also represent the object:

*I've read the book that you lent me.
You lent me **the book**. (See also 1 above.)*

When **that**, **who** or **which** refers to the object, we can leave it out completely:

*I watched the DVD **that** you lent me.
The first car I had was a Honda.*

Remember not to 'repeat' the object:

*That's the woman I met **her** at the bookshop.*

- 3 **Non-defining clauses** are separated from the rest of the sentence by a comma. The relative pronoun **which/who** can refer to the subject, as in 5 below, or object as in 6, but we can't use **that** instead:

5. *Jimi Hendrix, who transformed rock music in his short lifetime, was born in Seattle in 1942.*

6. *I could give your group a short talk on Mexico, which I know from many visits.*

As you can see from the examples, we tend to use non-defining clauses in written English.

- 4 In **both types** of relative clause, when the relative pronoun refers to the subject, we can sometimes leave out part of the clause, or replace it with a present or past participle:

*Billy Connolly, who is a much-loved comedian from Scotland, will star in the film.
Anyone who has listened listening to the radio recently will know about Glen's new book.
I can't work at a desk which is covered with your books!
Mark Watson, who commented commenting on the exhibition on TV, called it 'magnificent'.*

Grammar in action

- 1 We use **defining relative clauses** to give essential additional information about a noun. We use these clauses in everyday life at home, at work or around town to make clearer exactly what we mean:
*Have you seen the shirt that you bought me in India?
~ Do you mean the one you wore at our barbecue?*
- 2 We use **non-defining relative clauses** to give useful extra information about a noun. We use these clauses to write about people and places:

Estelle Harris, who starred in more than sixty Hollywood movies, died this morning.



A Making it clear what we mean

Paul is talking to his flatmate, Jack. Use the information in brackets to make relative clauses. Use **that** as your relative pronoun if you need one, but leave it out altogether (as in the first example) if it is possible.

PAUL I can't find the lecture notes you gave me. (you gave me them) ° Have you seen them anywhere? They're the ones that explain the causes of inflation. (they explain the causes of inflation) °

JACK They were in the kitchen when you were making that Japanese recipe (you downloaded it)!

PAUL Thanks. Talking about Japan, can you remember the name of the band? (they made the album 'Tokyo Storm')²

JACK I think it was 'Human Machines', wasn't it? Why?

PAUL Linda said they're playing at Club 24 next month. I thought I might get tickets from the website (it offers discounts)³

JACK OK. Get me one if you can. The last band (I saw it there)⁴ was terrible, so it would be nice to see something good.

PAUL You know that magazine? (it reviews CDs)⁵ They've put 'Tokyo Storm' in their top ten.

JACK Really? I'm not sure it's that good. The singer (I really like her)⁶ at the moment is Becky Diamond. But that's folk rather than rock.

B Giving useful extra information

These sentences are from a guide to the Isle of Wight. Place the information in brackets in the middle of the sentences or, in number 2 only, at the end.

The Isle of Wight is a short ferry-ride from Portsmouth. (it is located just off the south coast)
*The Isle of Wight, which is located just off the south coast, is a short ferry-ride from Portsmouth.*⁰

The Isle measures twenty-four miles from east to west. (it is a popular tourist destination)

Thousands of music lovers attend the annual festival. (it is held in June.)

Queen Victoria was a frequent visitor. (she had a house built on the island)

Alfred, Lord Tennyson was inspired to write the poem 'Crossing the Bar'. (he was sailing to the island)

The world's first radio station was set up by Marconi. (you can visit it in the west of the island)



C Leaving out or replacing part of the clause

In this description of Blackstone Manor, amend the sentences to leave out or replace parts of the relative clauses.

⁰ Blackstone Manor, which is situated in rural Yorkshire, is home to the Bailey family.

¹ Tourists who visit in the months of May and June are able to enjoy a colourful range of beautiful wild flowers.

² The owner, George Bailey, who is a local Member of Parliament, made his fortune in America.

³ His daughter, the actress Georgina Bailey, lives in a cottage which was built for her in the gardens of the manor.

⁴ Robert Whiting, who was writing about the manor in The Times, described it as 'the most beautiful country house in Britain.'

⁵ Anyone who travels in Yorkshire in the summer should spend an afternoon there.

Relative clauses

Whom; prepositions; which, where, etc. in relative clauses

- 5 Whom** is the 'correct' form of **who** when it refers to an object, but these days we tend only to use it in writing:

The President, whom we met at lunch, was optimistic about the current climate talks.

Look at this card! It's from the woman whom who we met on holiday last year.

- 6** It's quite common, when we use phrases such as **talk about**, **work with**, etc., for relative clauses to end in prepositions:

This is the book (that) I was talking about.

She's just someone I work with.

Dorchester is the town that I was born in.

In writing, we sometimes 'tidy up' these prepositions by putting them before the relative pronoun – but note that we can no longer use **that**:

The product must be returned to the shop from ~~that~~ which it was bought.

She is the diplomat with whom we have the closest relationship at the moment.

- 7 Whose** and **which**

We use **whose** (for possession) + **noun** normally with people:

Phil, whose flat we stayed in, gave me a ring from Tokyo yesterday. He's been promoted.

but sometimes (e.g. in the news) with things:
HSBC is a bank whose profits are on the rise.

Remember that **which** can represent a whole idea, often giving the speaker an opportunity to comment on it:

We spent the day on the beach, which was nice.
(which = spending the day on the beach)

- 8 Where** and **when**

We can use these adverbs rather than a relative pronoun + preposition:

*This is the spot **which** where I lost my wallet at.*

*In 2008, **when** you were working in Holland, did you ever get up to the north coast?*

- 9 What** and **why**

We use **what** to mean 'the thing that':
*I didn't like **what** she said.*

What ... is / was ... can be emphatic:

***What** I'm hoping for is a nice quiet holiday.*

We can use **why**, **that** or nothing after *the reason*:

*This is the reason **why/that/** – the Labour party lost the last election.*

Grammar in action

As well as **who**, **that** and **which**, we can also use **whom**, **whose**, **where**, **when**, **what** and **why** to give additional information about a person or thing either in ordinary conversations or in types of writing.

- 3** Here we're talking about some of the trips that we've made:

Madrid is where you first met your husband, isn't it? ~ That's right, and it's the reason why we go back every year on our anniversary!



- 4** We might be writing about politics or history:

Salvador Allende, whom the Chileans elected to power in 1970, began a programme of nationalization.

D Photos from a holiday

Sara and Luke are looking at photos on their computer. Complete their conversation with the words in the box.

about at to what what when where which whose why

- SARA (coming into the kitchen) Did you hear what ⁰ I said? I've had an email from Gary.
- LUKE The guy that we met in France? The one I was rude ¹ ?
- SARA Well, football was the only thing he talked ² all day, ³ was a bit boring. Anyway, he's sent us some photos. Do you want to have a look?
- LUKE (coming into the living room, and looking at the computer) That's a good one. That's the little village ⁴ we all stopped for lunch, isn't it?

- SARA And do you remember the reason⁵ we stopped? Because Gary thought the restaurant might be showing a football match on TV.
- LUKE That's true. Look, isn't that the farmer⁶ chickens used to run into our house in the morning?
- SARA Oh yes. Do you remember the time⁷ we were sitting outside, and he brought us all those eggs?
- LUKE Yes, I made us an omelette, one of the few things I'm good⁸!
- SARA⁹ I'm looking for is the one where you chased a chicken and fell in the swimming pool!

E The English Civil War

Complete the text with the phrases in the box.

whom Parliament of which where the war who believed when families whose progress

The English Civil War was a period in British history when families⁰ were divided in their loyalties and fathers sometimes fought sons. Nottingham Castle was the place¹ was started by the King, Charles I, in 1642, and Oliver Cromwell – the man² chose as their leader – was his opponent. The war itself,³ was marked by a series of battles which were fought across the country, was to last almost ten years, until 1651. The first decisive phase, however, came to an end in 1645 at the Battle of Naseby, at the end⁴ Cromwell's New Model Army emerged victorious. Charles I,⁵ that God had made him King, did not take the opportunity to escape to France after the battle. Four years later, he was executed on a cold winter's day at Whitehall in London.



F A missing handbag

Fran and Julia are at a business conference in a hotel. In the gaps, put a tick (✓) if nothing is possible; put *that* if it is possible, and then fill the other spaces with *what*, *where*, *which* or *whose*.

- FRAN Are you enjoying the conference?
- JULIA Yes, except that I've just lost my handbag, which⁰ is pretty annoying.
- FRAN Is it that white bag¹ you were carrying at lunch?
- JULIA That's right. I don't know² I did with it.
- FRAN If you go and talk to the man³ checks our passes, he may be able to help.
- JULIA (later) I've just had a word with that man. He said that I should go to reception,⁴ someone may hand it in later today.
- FRAN I'm sure they will. (taking out her programme) Look. The first talk of the afternoon,⁵ is going to be about online marketing, starts in five minutes. Shall we see if Sandra wants to come?
- JULIA Who's Sandra?
- FRAN She's the woman⁶ company organized our hotel accommodation. I think she's going to be a useful contact. You should give her one of your business cards.
- JULIA (as they begin to walk) You mean the business cards⁷ I keep in my handbag?
- FRAN Sorry, I shouldn't have reminded you.

29

Linking words

Because, as, since; so, therefore; in order to, etc.

- 1 We normally use **because** in the middle of a sentence, or at the beginning of an answer, to give a reason:

*I couldn't go on holiday because I was ill.
Why didn't you go to the cinema with them? ~
Because I hate romantic comedies!*

As and **since** can have the same meaning but are a little more formal. We tend to use them at the beginning of sentences, when the reason is already known or not so important:

*Since it's so late, shall we get a taxi?
As Britain was still recovering from the war, some food products were in short supply.*

- 2 We use **so** and sometimes **then** to express results:

*I couldn't sleep so I got up and had a hot bath.
I've done all my emails. ~ So you're ready to go?
I'm free at twelve. ~ Then I'll meet you for lunch.*

Therefore (or **as a result/consequently**) is more formal and needs a new sentence, a semi-colon, or a link word such as **and**:

The new drug caused serious side effects. The company therefore withdrew it from the market. Companies in the area began to close, and consequently there was a rise in unemployment.

- 3 We can use **to + verb** to express purpose (to say why we do things):

*Katy's just gone out to get some milk.
I'm doing a course to improve my maths.*

In formal situations, before state verbs, and with negatives, we use **in order to** and sometimes **so as to + verb**:

*We need to develop a new product in order to extend our market reach.
In order to understand the problem, I began to do some research of my own.
I took my shoes off so as not to make a noise.*

We also use **so (that)** to express purpose:

We're going to leave now so that we get back before it's dark.

We often use the modal verbs **can/could** and **will/would** afterwards:

*I'm saving up so I can travel to South America.
We did a lot of work on the house so that we would make some money when we sold it.*

Note that **because** we can leave out **that** in an informal style, the word **so** can introduce a result (see 2 above) or a purpose.

To explain the purpose of a machine/device/system, we normally use **for + -ing**:

This little red box is for keeping the temperature of the fish tank at 25°C.

Grammar in action

We use **because, as** and **since** to give a reason; **so** and **then** to express results; and **to + verb, in order to, so as to, and so that** to express purpose.

- 1 We might be getting ready to go out:

Val's gone upstairs to get her coat. ~ She'd better be quick, because the taxi's here.



- 2 Here we're writing about society:

Local councils began to provide poorer families with their own houses so as to promote social stability.



- 3 We might be talking about our health:

I was getting tired all the time so I decided to change my diet, and start taking a bit more exercise.



A Giving reasons, and expressing results and purpose (1)

Angie and her son and daughter are about to go out. Complete their conversation with one word in each space.

ANGIE I hope you're ready because ⁰ we're already late.

JOHN I couldn't find my black shoes ¹ I put my trainers on.

ANGIE You can't wear trainers to a prize-giving. Where's Kathy, anyway?

- JOHN She went to her room² brush her hair. Shall I have another look for my shoes,³?
- ANGIE Yes, please. And can you find the invitation⁴ we know where to go when we arrive?
- JOHN OK. I'll go into my bedroom⁵ have a search. Why are you looking out of the window?
- ANGIE⁶ I want to see if it's raining. (looking out of the window) Oh no, it's pouring!
- JOHN⁷ we'd better stay at home, hadn't we?
- ANGIE No, John. We're going to this prize-giving so we⁸ see your sister collect the English prize.

B Giving reasons, and expressing results and purpose (2)

These sentences have all been taken from college essays on the role of arts and sports in society. Match the sentence beginnings with the most suitable endings.

- Governments provide subsidies so that ...⁰ B
- Sports are encouraged in the school system in order to ...¹
- Government support for the ballet company was withdrawn, and therefore...²
- Since sport obviously contributes to public health, ...³
- People attend live concerts so as to ...⁴
- Hosting the Olympics has proved too expensive for some countries; consequently, ...⁵
- As regular public surveys are carried out, ...⁶
- Many football fans travel all over the country in order to ...⁷
- A ... the government is aware of the high level of support for local arts. / B ... expensive performance arts such as opera and ballet can survive. / C ... there were significant rises in ticket prices for dance events. / D ... help children develop team skills. / E ... support their clubs. / F ... enjoy the music as part of an audience. / G ... there has been an argument for finding a permanent home for the games. / H ... some argue for an increase in the number of public swimming pools.



C Giving reasons, and expressing results and purpose (3)

Complete the conversation with the words in the box.

because because for so to to would

- ED I'm going to start jogging in the park/I don't feel I'm getting enough exercise at the moment.
- JODIE Good idea. If that's OK, I might come with you sometimes get some fresh air. At the moment, I'm spending all day at the office, and all evening studying.
- ED Sure. You know, when I was at college, I used to have three non-meat days a week that I eat more vegetables – and less meat, of course.
- JODIE You did it you were feeling unhealthy, did you?
- ED That's right. And also impress my girlfriend at the time. I think I'll start that system again. This piece of paper could be ticking off the vegetarian days each week.
- JODIE I'll join you. Is today a non-meat day, then?
- ED Shall we start tomorrow?

Linking words

For with *to* + verb; *so* and *such*

- 4 We often build sentences with the structure **for + noun/pronoun + to + verb**:
We'd be very happy for you to stay with us next time you come to London.

We use it with adjectives (e.g. **anxious, keen, happy, impatient, ready**):
Where's Tom? I'm anxious for him to catch his train.
We're so impatient for the show to start.
I'm ready for the summer to come!

and with **it + adjectives** (e.g. **dangerous, difficult, easy, expensive, important, necessary, nice, normal, possible, safe**):
It's difficult for me to get there before six.
Is it important for you to speak to Joe before the meeting?

Note 1) that a similar structure exists with **of + adjective**, e.g. **brave, careless, clever, kind, sensible, silly, wrong**:
It was brave of you to cook dinner for twenty people.
It was silly of me to shout at Steven. He's only a kid.

and 2) that some adjectives such as **good** can be used with **for** or **of** but with a different meaning:
It's good for you to give me a lift. (= kind of you)
It isn't good for you to eat so fast! (= not healthy)

and after nouns (e.g. **time, a good/bad idea, aim, mistake, shame**):
It's time for us to leave.
It was a bad idea for me to eat that last cream cake!
It's a shame for Paul to miss the show.

and after **too** and **enough**:
This bag is too heavy for me to carry.
There's too much work for one person to do!
Is there enough salad for us all to share?
It isn't hot enough (for me) to swim today.

- 5 We often use **so + adjective/adverb ... (that)** and **such + noun ... (that)** to express cause and effect:
The train journey was so slow (CAUSE) that I missed my meeting (EFFECT).
She passed the first exam so easily that she didn't really do any revision for the second.
We've had such terrible weather here that we haven't been able to use the boat.

We can also use **so** with **many, much, few** and **little** with or without nouns:
Mike talks so much that people stop listening!
We had so little time in the port that we hardly bought anything.

and we can use **such** with a lot of:
There'll be such a lot of people there, we probably won't be able to see Sara.

Note in the example above that we can leave out **that** and replace it with a comma.

Grammar in action

- 4 We use the structure **for/of + noun/pronoun + to + verb** to express our feelings and opinions in everyday conversations. Here we're talking to a visitor:
It's easy for us to show you all the sights in the city. We know them so well. ~ Are you sure? It's very kind of you to take the time.



- 5 We use the structures **so + adjective/adverb ... (that)** and **such + noun ... (that)** to express cause and effect. We might write about our travels:
The streets are so crowded with people enjoying the carnival that it is easy to get separated from your companions.

D Studying law in a foreign language

Dino is talking to his landlord. Complete their conversation with the words in brackets.

- MARK It's expensive for you to travel⁰ (you / travel) into college every day, isn't it? Can't you do some work from home? I don't mind you keeping the heating on!
- DINO It's good (you / suggest)¹ that, but I often need to use the college library.
- MARK I thought it was possible (students / get)² everything from the internet these days.
- DINO Not if you're studying law. It's important (us / have)³ access to a pretty wide range of journals and books.

- MARK Of course. It was (silly / me) ⁴ to think you could do it online.
But it's brave (you / study) ⁵ law in a foreign language!
- DINO Sometimes I think that a particular essay will be too hard
(me / do) ⁶, but it's nearly always OK in the end!
- MARK Well, I think it's good (you / take) ⁷ a break now and again, so
what about a game of tennis this weekend?
- DINO It's kind (you / offer) ⁸, but I've got to finish an essay. Next
weekend would be great, though.

E A travel journal

Greg has kept a travel journal from his tour of Europe. Fill the gaps in these sentences from the journal with *so* or *such* on its own, or *so/such* plus one more word.

I'm in Italy this week, but there's so much ⁰ to see, and so ⁰ little time that I'm confused! There was ¹ lot of traffic on the road that my coach didn't get to Munich until midnight. The sea was ² rough on my trip to the Greek Islands that I was sick three times! I know ³ words in Spanish that I kept getting the wrong food in restaurants. There was ⁴ a crowd at the Louvre that I decided to come back another year. My taxi driver in Portugal drove ⁵ fast through the streets of Lisbon that I thought we would knock someone down! I had ⁶ interesting time in Poland that I'm going to learn some Polish when I get back. There are ⁷ places that I didn't see that I'm going to make another trip next year.



F Investing in an advertising campaign

In the discussion that Delia Brown leads, take an unnecessary word from the lines marked (-) and add it to the line above marked (+).

- DELIA (+) Do you think it's necessary / us to spend a hundred thousand pounds on an advertising campaign? Can we really afford it? We're only a small company.
- NIGEL (-) We've got to spend so as for to raise our profile, Delia. Why? Because our competitors are winning
(+) the race at the moment. It would a great mistake to sit back at this point.
- CAROL (-) Nigel's right. There's be so much competition out there that we've got to do something.
- NIGEL (+) Look at the example of Dickson's. They were losing business and, in to improve their market
(-) position, they hired a top advertising agency order to launch a fantastic campaign for them.
- DELIA (+) Well, if we spent that much money, I would be anxious us to get similar results.
- CAROL (-) I could get a couple of agencies to give us some ideas. It would be sensible for of us to hear at least two different approaches.
- NIGEL (+) I agree. I know people at Thorn and Gray and the Cresswell Agency. I'll contact them.
- DELIA (-) OK, but let's not move so fast so that we end up choosing a campaign that simply isn't worth the investment.

30

Contrasting ideas

Although, though, even though; in spite of, despite, etc.

- 1 We use **although** and the stronger **even though** to link ideas that seem to contrast each other. They are both more emphatic than **but**, and we can place them at the beginning as well as in the middle of a sentence:

Although Jack's spent some time in Moscow, he can't speak any Russian!

I can't cook, even though I watch all the food programmes on TV.

Though is less formal, and we can use it at the beginning, middle and end of a sentence:

I'm enjoying the job. It's hard work, though.

Even if can express the same meaning as **even though**:

Even if/though I don't enjoy it, I accept that maths can be very useful.

but, more often, it expresses a possible idea about the future (a 'hypothesis'):

Let's go for a walk, even if though it rains.

- 2 **In spite of** and the more formal **despite** are similar in meaning and position (beginning or middle), but the grammar is different. We use them with a **noun/pronoun** or **-ing form** of a verb:

Sharon entered the race in spite of having quite a bad cold.

Despite the evidence presented by expert scientists, some commentators still question the existence of global warming.

However, we can make them act in the same way as 'although' by adding **the fact that**:

In spite of the fact that/Although it was already dark, they continued their walk along the river.

The company made an overall profit despite the fact that sales fell sharply in the autumn.

- 3 We can also link contrasting ideas with:

- **however** (often used in writing/formal speaking present an argument against something):
The UK has certainly built more roads. It is the transport system, however, that has a greater need for new investment.

- **while/whereas** (rather formal; for comparing):
While/Whereas NATO was created as an alliance against Communist power, the UN was established to keep the peace between nations.

- **on the other hand** (spoken and written; also for comparing):
We could get a flight to Spain or Italy. Or, on the other hand, we could just stay at home!

Grammar in action

We use **although, (even) though, in spite of, etc.** to link contrasting ideas in everyday conversations, as well as in more formal speaking and writing.

- 1 We might talk about a day out:

I enjoyed the festival in spite of the crowds. ~ Me too.

They shouldn't charge so much for the tickets, though.



- 2 Here we're writing about a film:

Although the action sequences were entertaining, the director failed to make us care very much about the characters.

- 3 A chairperson might be addressing a meeting:

We could discuss this further. However, we have a number of other items on the agenda today.

A Linking contrasting ideas in everyday conversations

Underline the correct options in this conversation at work, noting that more than one may be right.

JANE The scenery was fantastic, although/despite/though⁰ the hotel itself was pretty basic.

PHIL And you all enjoyed yourselves although/in spite of/despite¹ the rain, did you?

JANE I would say so, yes, though/despite/even though² I'm not sure we would go there again. Once is enough! What about you? Did you manage to get away in spite of/on the other hand/though³ Jane saying she couldn't leave the office?

PHIL In the end, yes. It was only for a week, despite/though⁴.

JANE A week can be enough, though/in spite of⁵ I have to say it takes me longer than that to unwind. Where did you go?

WORD
FOCUS

Unwind means 'relax'.

- PHIL Mallorca. We had a good time *in spite of / despite / although*⁶ our room being just above the busiest restaurant on the island.
- JANE You didn't have far to go for a meal, *though / despite*⁷?
- PHIL That's true. (looking at his watch) I guess we'd better get back to work.
- JANE I suppose so. *On the other hand / Despite*⁸, we could just have another quick coffee?

B Linking contrasting ideas in writing

Rewrite these sentences from an article on a restaurant.

It is located in a rural village. 'The Blackbird' is booked up months in advance.

Despite ... *being located in a rural village, 'The Blackbird' is booked up months in advance.*⁰

The chef, Michel Arnaud, is French. He focuses on traditional English dishes.

Even though 1

We didn't feel too full. We had eaten four courses. 2

... despite the fact that 2

There were dark clouds in the sky. We decided to sit outside.

Despite 3

I ate fish for my main course. My companion chose the beef.

... while 4

We thoroughly enjoyed the meal. We were glad we weren't paying the bill.

Although 5

The waiters appear happy. They work very long hours. 6

... despite 6

C Linking contrasting ideas in formal speaking

The members of a community garden have a meeting. Complete their conversation by choosing the correct options.

GEORGE *Although* (Despite / Although)⁰ we've had a good year, we haven't been able to raise much money.

SALLY You're right. We have,, (despite / however)¹ succeeded in attracting more visitors than before. Why don't we hold some summer events to make money?, (Even though / However)² the garden isn't very big, we could still fit in twenty to thirty people.

STEVE That's right. Lots of people came to our September event,, (despite / although)³ the weather.

GEORGE And how much do you think we could charge each person?

SALLY Not very much if there's just a barbecue., (Despite / However)⁴ if we also offered some music, I think we could sell tickets at fifteen pounds each.

GEORGE It's an interesting idea. (Even if / Even though)⁵ people don't come, we'll learn something from trying, won't we?

STEVE Exactly. And we could think about a poetry reading, too. We've never tried anything literary, (although / despite)⁶ the garden being part of the library.

GEORGE Excellent. Well, that's probably all we can do for today. Many thanks to you both.



Participle clauses

Having driven all day ...

- 4 In writing, and some types of speaking such as storytelling, we can use **participle clauses** when two ideas have the same subject. We normally use the present participle:

I wanted to be useful. I began to do the washing-up. →
Wanting to be useful, I began to do the washing-up.
We ordered our meal, hoping that David would join us soon afterwards.

or the **perfect participle** for completed actions:

Having walked all afternoon, we were looking forward to a long hot bath.

But we can also use the **past participle** to replace a passive verb:

Penicillin was discovered in 1929. It provided a cure for many serious diseases. → **Discovered** in 1929, penicillin provided a cure for many serious diseases.
Written around 1600, 'Hamlet' became Shakespeare's most famous tragedy.

- 5 If the meaning is clear, a participle can replace words like **because, so, if, while, after, and then**:

Not being far from the centre, we decided to walk.
 (= Because we weren't far ...)
The sun shone every day, making our holiday perfect.
 (= ... so it made our holiday perfect.)
Taken daily, vitamin C can prevent colds. (= If it is taken daily...)
I fell asleep listening to a CD. (= ... while I was listening to a CD.)
I needed a rest, having driven all day. (= ... after I had driven all day.)

Switching on the light, Olivia began looking in the desk for the letter. (= Olivia switched on the light and then began ...)

- 6 We can also use present participles after the time words **after, before, since, when and while**:

After eating the main course, I felt sick.
You should talk to the tutor before changing your course again.
Since leaving college, she hasn't been able to find a job.
Please lock the door when leaving your room.
While travelling through Austria, we had the chance to do some skiing.

Grammar in action

We use **participle clauses** to link two ideas.

- 4 We might describe an incident from our own life, or the lives of family and friends:

Faced with that kind of decision, what would you have done? After thinking about the situation for a while, my brother decided to leave Tom by the roadside, and go for help.

- 5 We might tell a story, or describe a period of history

Having waited for the weather to improve, the first settlers moved out of their caves, making their way down to the valley.



D A dangerous moment in Kenya

Rewrite some of the sentences from Sheila Wright's talk, using the underlined word a present participle (e.g. *working*), past participle (e.g. *worked*) or, in one case, perfect participle (e.g. *having worked*).

We wanted to explore the Kenyan countryside so we set off in a jeep.

Wanting to explore the Kenyan countryside, we set off in a jeep.
 Before we began our journey, we checked the weather forecast carefully.

We were refused entry to the game park so we took a long detour.

Because we had driven through the night, we wanted to find a local hotel as soon as we could.

Thomas crashed the jeep when he took a very sharp corner too fast.

We were approached by a tiger so we decided to stay inside the car!

5

We sent up a flare, and so attracted local villagers.

6

Before they rescued us, the villagers told us we should never have made the trip!

7

A flare is a bright light used to signal for help.

WORD
FOCUS

E A mysterious boat

Matthew writes about a strange incident that occurred while he was staying by the sea. Complete the text with the words in the box.

convinced landing having eaten waited decided sailing used
refreshed

Having eaten⁰ my evening meal, I decided to go for a walk. It was a pleasant night, and I thought that a bit of sea air might help me sleep. Well,¹ made my way carefully down the cliff path to the beach, I noticed a small boat² towards the shore;³ by the cool evening wind, I crossed the beach to get a closer look. There were several men on board, but they seemed to be looking the other way. Not⁴ to seeing boats on this part of the sea, and because it was getting dark, I⁵ to hide behind a large rock. After⁶ their boat on the beach, the men got out and,⁷ they couldn't see me, I watched them pull three large bags from the boat. That's when I noticed that one of the men had a gun. Crouching behind the rock, I⁸ until all four men had climbed up the cliff path. Then I went back to my house and called the police.

F New Year's Eve in the rain

Paul and Astrid have travelled into central London to celebrate New Year's Eve. Complete their conversation with the words in the box.

despite packed fact of having spent though though

of

PAUL In spite / ^{of} everything that happened today, I'm glad we went.

ASTRID You're right. We needed to get together with other people, even they were strangers.

PAUL Exactly. Having so long imprisoned in this flat with our books, it was nice to see the crowds.

ASTRID But I just couldn't breathe on the train – into that compartment, I thought we were going to be squashed to death at one point!

PAUL I know. In spite of the that the journey only lasted fifteen minutes, it felt like the longest part of the evening by far.

ASTRID I loved the fireworks, I wish we had brought an umbrella.

PAUL And everything in the display worked the pouring rain!

ASTRID I'd be surprised if we didn't wake up with colds tomorrow, got soaked twice.

PAUL Wouldn't that be nice? The first colds of the New Year.

Over to you

01 Present simple and present continuous

- 1 Use the present simple to describe the plot of a novel, film or play.
- 2 Write five or six numbered sentences about some of the social trends in your country.
- 3 Use state verbs (and other verbs under 5 on page 4) to write a short paragraph on some of the types of food you like and don't like.

02 Past simple and past continuous

- 1 Write a short paragraph on the life of an artist, scientist, inventor, explorer, politician or leader. See Exercise B for an example of this.
- 2 Use past simple and continuous tenses to describe something that happened to you when you were on holiday.
- 3 Write a short paragraph about some aspect of your childhood using *used to/would* as well as past simple or continuous tenses.

03 Present perfect simple and present perfect continuous

Write a short dialogue between two old friends, Stella and Ben, who meet in the street. Use present perfect simple and continuous tenses, as they find out what each other has been doing recently.

04 Perfect tenses and past simple

- 1 Write about the recent history of a city or region of your country, or an island, using a mix of past simple and present perfect tenses. See Exercise B for an example of this.
- 2 Write a short story of around 100 words, including a mix of past simple, past perfect and past perfect continuous tenses, beginning with the line, 'I had been revising all morning so I was pleased when my friend Sam called round at lunchtime ...'

05 The future

- 1 Include *going to* and the 'present continuous for future events' in a short paragraph about your plans/arrangements in the next week or longer.
- 2 How do you see the future of your country over the next five years? Write a short paragraph, making some predictions. You could focus on the economy or society or the arts and sciences, or a mixture of these.

06 Future continuous and future perfect; present after time words

- 1 Think about some of the changes that you expect to happen in your life in the next few days, weeks, months or years. Write five or six numbered sentences about these changes, using the future continuous or future perfect tenses.
- 2 You've planned a trip with two friends, but you find out that one of them cannot come. Write an email to another friend, Max, inviting him/her to join you instead, and explaining what you plan to do. Use connecting words such as *when, while, before*, etc. See if you can also use 'the future in the past' at least once to talk about a change of plan that you have made.

07 Mixed tenses

- 1 Write a short story beginning with the words, 'A strange thing happened to me and my friends last year ...'

Try to use several different continuous forms in your story. It may help to include some direct speech. See Exercise A for an example of this.

- 2 Imagine you are staying in a hotel in Manchester. During your time there you make five polite requests. Write out your requests as numbered sentences, which could be about such things as the gym, the restaurant or an alarm call.

08 Questions

Imagine you are visiting London and you've arranged to meet an English friend, Janice, in a café. Write a short dialogue in which you discuss such things as what you've been doing, how long you plan to stay in the UK, etc. Try to use a variety of question types.

09 Obligation and necessity

Write an email to someone who is about to join your gym, your school, your college, your workplace or any other organization that you belong to, describing some of the rules, and things you need to remember.

0 Permission, requests, and offers

- 1 Find out about what you can and can't do at any public building in your town or country. It could be an art gallery, a museum, a palace, a mosque, or a church for example. Then write out the short talk you might give to your class about visiting it. See Exercise C for an example of this.
- 2 Write out six sentences: two requests that you might make in a restaurant; two offers you might make to an English friend staying with you for a short holiday; two invitations that you might make to your younger brother and his new wife, Carla, who live in a nearby town.

1 Suggestions, orders, and advice

- 1 Your friend Pete is going to visit you for the weekend in your home town. Write an email to him, making some suggestions for things you might do.
- 2 Revision advice: Write a list of four or five study tips for anyone preparing for an exam. Start each tip with 'You ...'

12 Ability, possibility, and certainty

- 1 You and your friend Nick want to present a musical at the end of the college term. Write an email to Nick making some suggestions about which of your friends could take part. You might talk about their skills; their availability; and what they will be able to contribute to your show. You could also tell Nick about anything you've already achieved in preparation for the show.
- 2 Paula and Dave are waiting for Vince at a train station. Write a short dialogue where they speculate about why he might be late.

13 Verb patterns

- 1 Look at the three groups of verbs on page 50 under 2, 3 and 4. Now use verbs from each of these categories to write about one of your hobbies or leisure activities. You might write about when you started; what you've learnt; and any problems you've had.
- 2 Look at the three groups of verbs on page 52 under 5, 6 and 7. Now use verbs from each of these categories to write eight or nine numbered sentences on the subject of travelling and visiting other places/countries. You could write about what you like/don't like about travelling; any regrets you have; personal memories; and what you hope to do soon.

14 The passive

- 1 Write a paragraph about a book (factual or fictional) that you have enjoyed. Practise some passive forms.
- 2 Make up a short newspaper report about something that may or may not have happened to the famous English actor, Greg Stewart. See Exercise E for an example of this type of writing.

15 Phrasal verbs

- 1 You're having difficulty with a college project. Email Kevin, your older brother, explaining the problem, and asking him if he can help when he returns from a business trip at the weekend. Use some of the phrasal verbs under 4 on page 58.
- 2 Three friends, Celia, Hugh and Sara, are on a long walk together. Sara is getting tired. Write a short dialogue, using as many of the phrasal verbs under 6 on page 60 as you can.

16 Prepositional verbs

- 1 Write an email to an English friend, Lewis, describing one or two of your family members and friends, using some of the prepositional verbs under 5 on page 62.
- 2 Write a short paragraph describing a recent short break or holiday that you've had, using some of the three-part verbs under 8 on page 64.

17 Indirect speech

- 1 Your uncle invited you to lunch last Sunday. During the meal he asked you some questions about your future, and told you some interesting news. Now you're reporting the conversation to a friend. Write what you say in a short paragraph.
- 2 Think about an unusual incident that happened to you or a friend, or that you've read about. Write a paragraph about it, using some of the verbs under 4 on page 68. See Exercise D for an example of this type of story.

18 Review of conditional sentences (1)

- 1 An English friend of yours is going to spend two weeks in the capital city of your country. As you exchange email messages about this plan, you make some predictions, and give warnings and advice. Write these things out in the form of five or six numbered first conditional sentences.
- 2 Your friend Susie is going to live in your house or flat while you spend six months in America. Write an email to her, using some sentences with *provided (that)*, *as long as*, *if*, and *in case*. See Exercise E for an example of this type of message.

19 Review of conditional sentences (2)

- 1 Think about some changes you would like to see in your life, your city, or your country. Write these out in the form of five or six numbered second conditional sentences.
- 2 You and a friend have saved up enough money to spend six weeks travelling. Write a dialogue in which you discuss where to go and what to do. Use *I wish*, *if only*, *I'd rather* and *it's time*. See Exercise E for an example of this type of dialogue.

20 Review of conditional sentences (3)

First, think about some things that have gone slightly wrong in your life recently. Then use the third conditional to write out two or three numbered sentences, describing how things could have gone better, e.g. *If I had done a bit more revision, I might have passed my maths test*. Next, think about how your family, friends, teachers and colleagues have helped you in the past. Then use *but for/if it weren't for/if it hadn't been for* to write out two or three numbered sentences describing what would have happened if they hadn't helped you, e.g. *But for my dad helping me, I'd never have passed my driving test*.

21 Nouns and articles

- 1 You've arrived at your holiday house by the sea. Write an email to your friend Jack, telling him what food, clothes, and household goods such as soap that you've brought already, and what things he should bring when he joins you tomorrow.
- 2 Your friend Sylvia has been travelling abroad for six months. Write a dialogue in which you ask her about some of the places she has visited, and she tells you about one or two of her experiences. See Exercise F for an example of this type of dialogue.

22 Possessives and pronouns

Write an email to Simon, an English friend, describing your family home. Use apostrophes, and words such as *my*, *yours*, *ourselves*, *itself*, *my own*, *each other*, etc.

23 *There, it, and indefinite pronouns*

- 1 Write a paragraph describing a day trip to a town or place of interest near you, using some or all of *It + adjective/noun, there + be, and all, most, some, and no one.*
- 2 Write a film review, using some or all of *It..., There...; someone, anywhere, etc.; each, every; both, either, neither.* See Exercise F for an example of a review.

24 Adjectives

- 1 Compare two houses or flats that you've lived in or two hotels you've stayed in. As well as comparative forms, try to use some of the adjectives you studied under 1–4 on page 94.
- 2 Describe the best holiday resort you've stayed in.

25 Adverbs

- 1 Write a short dialogue in which two students at school or college discuss the work they're doing (an essay, project, etc.) Use some of the adverbs under 4 on page 98. See Exercise C for an example of a dialogue like this.
- 2 Think about the way you work either at school or college, or professionally. Then write five or six numbered sentences, using modifying, comparative and superlative adverbs, e.g. *I revise more effectively when I'm under pressure.*

26 Prepositions

Use prepositions of place, movement and time either to describe a trip/holiday that you've already made, or that you are planning to make. You might decide before you write which prepositions you plan to use.

27 Verb/noun/adjectives + preposition

Tony, from Indonesia, is studying Business Management at a university in the UK. He knows he will succeed in the end, but life is not always easy in a new country. Write his first email home to his friend Saiful, using verbs, adjectives and nouns with prepositions. To get some ideas, read through the lists on pages 106 and 108, and highlight some of the words you might wish to use.

28 Relative clauses

- 1 Make a list of some of the places you've visited in your country or abroad. Write six or seven numbered sentences about them, using defining and non-defining relative clauses, and *whose, where, when, what or why.*
- 2 Write a paragraph summarizing an event or period in your own country's history. See Exercise E for an example of this kind of writing.

29 Linking words

Think of three or four improvements that could be made to your town or city. Number them, and write them up. You may need more than one sentence for each one. Before you begin, read through the language you have studied in Unit 29, and highlight some of the words/phrases you might wish to use.

30 Contrasting ideas; participle clauses

- 1 Write an email to a friend, Josh, describing any kind of outdoor event that you have attended. It could be a music festival, a carnival, a parade or a sports event. Link some contrasting ideas together with *although, though, even though; in spite of, and despite.*
- 2 Write your own short story that begins with the line, 'Having eaten my evening meal, I decided to go for a walk.' Use some participle clauses. See Exercise E for an example of this kind of story.

Form tables

A Plural nouns

	SINGULAR	PLURAL
+ -s		
With most nouns, we add -s to make them plural:	joke law stadium	jokes laws stadiums
+ -es		
With nouns that end with -s, -ss, -sh, -ch and -x we add -es :	bus dress wish match box	buses dresses wishes matches boxes
+ -es		
With some nouns that end with -o , we add -es :	tomato potato	tomatoes potatoes
-f/-fe → -ves		
We change -f/-fe to -ves in the plural:	thief shelf leaf life	thieves shelves leaves lives
-y → -ies		
With nouns that end with a consonant* + -y , we change the -y to -ies :	story city lorry	stories cities lorries
Irregular nouns		
	tooth child woman	teeth children women

B Uncountable nouns

These are some common uncountable nouns: **ice, water, rain, snow, heat, noise, cotton, glass, furniture, money, luggage, information, work, homework, advice, news, meat, milk, butter, bread, marmalade, food, tea, coffee, sugar, toast, cheese**

Uncountable nouns do not have a plural form: **petrol** (NOT **petrols**)
bread (NOT **breads**)

We cannot use **a/an** with an uncountable noun, but we can use **some/any, the, much** (NOT **many**), **such**, and **my/your/his**, etc.:

a: *I always have an egg, then toast and marmalade for breakfast.*
some: *I'd like some tea, please.*
the: *Look at the snow outside.*
much: *How much luggage have you got?*
such: *We've had such wonderful news.*

Some nouns can be countable or uncountable:

I heard a noise from downstairs. (countable)
I can't sleep. The neighbours are making so much noise. (uncountable)

* Consonants
b c d f g h j k
l m n p q r s t
v w x y z

Vowels
a e i o u

Syllables
[hit] = 1 syllable
[vi|sit] = 2 syllables
[re|mem|ber] = 3 syllables

C Present simple

	I/YOU/WE/THEY	HE/SHE/IT
+s After he/she/it, we add -s to most Present simple verbs:	promise make believe	promises makes believes
+ -es We add -es to verbs that end with -ss, -sh, -ch, -o or -x (e.g. finish, go):	pass finish rush catch go fix	passes finishes rushes catches goes fixes
-y → -ies We change -y to -ies with verbs that end with a consonant* + -y:	fly carry cry	flies carries cries

D -ing forms

	INFINITIVE	-ING FORM
+ing With most verbs we add -ing:	go ask	going asking
-e + -ing With verbs that end with a consonant* + -e, we delete the -e and add -ing:	take hope wave queue	taking hoping waving queuing
-ie → -ying With verbs that end with -ie, we change -ie to -ying:	lie die	lying dying
-t → -tting With verbs that end with one vowel* + one consonant (e.g. run, swim, jog), we double the consonant:	put run swim jog	putting running swimming jogging
+ -ing But note that we do not double the consonant, 1) when it is y or w (e.g. stay) 2) when the last syllable* is not stressed (e.g. VISit, LISTen, WONder):	stay try borrow draw visit listen wonder travel	staying trying borrowing drawing visiting listening wondering travelling

Verb tables



A Verb tenses

	POSITIVE	NEGATIVE	QUESTIONS
Present simple	I know the answer. Jane walks to school.	I don't cook very well. She doesn't like him.	Do you like Indian food? Does John drive to work?
Present continuous	I'm writing a letter. He's reading a book. They're playing football.	I'm not sleeping. It isn't working. We aren't using it at the moment.	Am I winning? Is she waiting for you? What are you cooking ?
Past simple	I cooked the dinner last night.	They didn't have a holiday last year.	Did you see John yesterday?
Past continuous	She was watching the TV. We were talking to the doctor.	The fridge wasn't working. They weren't enjoying the film.	Was it raining? Where were you staying?
Present perfect	I've lost my car keys. He's found a new job.	We haven't paid the bill. It hasn't rained for weeks.	Have you heard the news? Has the train arrived yet?
Present perfect continuous	We've been staying with some friends. He's been saving his money for a holiday.	You haven't been doing well at school. He hasn't been running.	Have you been waiting long? What have you been doing?
Past perfect	I had posted the letter.	He hadn't arrived.	Had it finished?

B Verb structures

	MODAL + INFINITIVE	VERB + -ING FORM	VERB + TO + INFINITIVE
She	can swim.	James enjoys travelling.	I decided to go (to America).
He	could be (right).	They've finished repairing (the car).	She hopes to get (a job soon).
Jane	may be (at home).	He keeps asking (questions).	We ought to tell (the police).
It	might come (tomorrow).	She's stopped smoking.	I promise to write (to you).
I	must finish (this today).		He refused to talk (to me).
You	needn't go (to the shops).		She used to smoke.
I	shall arrive (at six o'clock).		Jane wants to be (a doctor).
You	should ask (her).		
Mark	will be (happy).		
Tom	would like (to come).		

ZERO CONDITIONAL

if/when + present simple, + present simple OR present simple + if/when + present simple

If I **hand** in my homework late, my teacher **gets** angry.

If she **travels** by train, she always **takes** a good book with her.

When the weather **is** good, the children **play** in the garden.

Sophie and Joe **go** out to eat if they **are** too tired to cook.

Tea **tastes** bitter if you **leave** it to brew too long.

Mark **borrow**s my car when he **visits** his parents, because he can't afford his own.

FIRST CONDITIONAL

if + present simple, + will/'ll OR will/'ll + if + present simple

If you **give** me a call from the station, I'll **come** and **pick** you up.

If the bus **is** late, we'll **miss** the start of the show.

The game **won't** start if all the players **aren't** on the pitch.

unless = if not

Unless you run, you'll miss the bus.

She won't get on the team **unless** she **practices** every week.

SECOND CONDITIONAL

if + past tense, + would/'d + verb OR would/'d + verb + if + past tense

If you **watched** less television, you'd **have** more time to do other things.

If we **had** a dog, who **would** take it for walks?

People **wouldn't** complain about the food if the restaurant was cheaper.

Second conditional with might/could

You **could** get a car next year if you started saving now.

The team **might** win more matches if they had a better manager.

If the weather was better, we **could** go for walk along the river.

THIRD CONDITIONAL

if + past perfect, + would/'d have + past participle OR would/'d have + past participle + if + past perfect

If we'd left earlier, we'd **have** missed the traffic.

If the opposition **had** won the election, they **would** have raised taxes.

Would he **have** said yes if you'd told him the truth?

but for/if it hadn't been for/if it weren't for

But for your help, I would never have finished my essay.

If it **hadn't been for** the car breaking down, we'd have been on time.

If it **weren't for** the support of my family, I wouldn't have been so successful.

THE PASSIVE

Be + past participle

Present simple Most text messages **are sent** by teenagers.

Present continuous The car **is being fixed** at the moment.

Present perfect Has the party **been arranged**?

Past simple He **was given** a pay rise.

Past continuous The meal **was being prepared** by a famous chef.

Past perfect All the votes **had been counted**.

'will' future Will the minister **be driven** to the airport?

'going to' future The children **are going to be taken** home.

Future perfect Will the book **have been published** by then?

Have/get something done I'm **getting** my hair **done** for the wedding, and I'm **having** a special dress **made** as well.

Passive reporting verbs It **has been announced** that the minister will resign.
She **was reported to be** in hospital.
It **is believed** that the election will take place next month.

Answer key

01 Present simple and present continuous

- A**
- | | |
|-----------------|--------------|
| 1 belongs | 5 love |
| 2 don't have | 6 believe |
| 3 works | 7 don't play |
| 4 doesn't taste | |

B A modern football stadium such as the Reebok in Bolton often *attracts* a small city of commercial and community activity. Apart from the matches themselves, which normally *take* place at the weekend, and the shops that sell souvenirs, the Reebok Stadium also *houses* a four-star hotel and conference venue. In addition, an exhibition hall *holds* regular events such as craft and antique fairs. Rock performers such as Elton John and Coldplay *include* the Reebok in their UK tours, and of course new shops and restaurants nearby encourage visitors to spend their money as part of the day out. The fact that people *see* football these days as a family pastime *helps* to generate income for this type of modern stadium and its neighbourhood.

- C**
- | | |
|------------------|----------------|
| 1 I'm waiting | 5 I love |
| 2 comes | 6 is designing |
| 3 sits | 7 It's getting |
| 4 aren't working | 8 is waving |

D **Kari** I'd love to come, but I *need* to find a babysitter first. I wonder *need* if Mike could do it?

Lily He's *hardly* ever at home on Saturdays. But perhaps Sue could *hardly* help.

Kari I doubt it. She always *visits* her parents at the weekend. What about visits your brother?

Lily He *never* answers the phone, and normally never rings back about a week later!

Kari I could bring Emma with me, I suppose. She often *sleeps* in restaurants. Do you think it will be busy sleeps?

Lily Sometimes it *gets* busy later on, but if we gets go early, we may be OK.

Kari Let's do that, then. If I can, I like to get out once a week. It stops me going a mad!

- E**
- | | | |
|--------|-----------|---------|
| 1 hate | 2 realize | 3 hears |
|--------|-----------|---------|

- F**
- | | |
|----------------------------|----------------------------------|
| 1 apologize | 9 are you meaning do you mean |
| 2 are listening | 10 ✓ |
| 3 promise | 11 ✓ |
| 4 are relaxing | 12 we are organizing we organize |
| 5 are talking | 13 ✓ |
| 6 belongs | 14 are having have |
| 7 deserve | 15 ✓ |
| 8 I am supposing I suppose | |

02 Past simple and past continuous

- A**
- | | | |
|--------|--------|---------|
| 1 did | 4 told | 7 began |
| 2 was | 5 made | |
| 3 woke | 6 said | |

B Avicenna, the great Islamic scholar, *was* born around 980 in Bukhara (now a city in Uzbekistan). At school he *studied* medicine, law and philosophy. When he first read Aristotle's 'Metaphysics' as a teenager, he could not understand the text, so he *learned* it by heart. Later, he *found* a small book which *helped* him to work out the meaning. At the age of 18, he *qualified* as a doctor. His father *died* when Avicenna was twenty-two. Over the next twenty years, he *travelled* widely across modern-day Iran. During this time he *continued* his studies; he *wrote* many books on science, religion and philosophy; and he *taught* the students who *came* to him as his reputation *grew*. One of his most famous books, 'The Canon of Medicine', *became* the standard text in medieval universities, and *remained* in use for half a century after his death.

- C**
- | |
|--------------------------------|
| 1 I gave I was giving |
| 2 he cleaned he was cleaning |
| 3 Hooked I was looking |
| 4 he restored he was restoring |
| 5 he joked he was joking |

- D**
- | | | |
|-----------|------------|-----------|
| 1 trying | 4 jogging | 7 ringing |
| 2 all | 5 shopping | 8 were |
| 3 sending | 6 what | |

- E**
- | | |
|------------------------|---------------|
| 1 get used to sleeping | 6 to have |
| 2 did you use | 7 would hear |
| 3 would cycle | 8 used to |
| 4 to visit | 9 get used to |
| 5 to hearing | |

- F**
- | | |
|-------------|-------------------|
| 1 go | 6 were eating out |
| 2 ✓ | 7 was coming |
| 3 ✓ | 8 ✓ |
| 4 I thought | 9 ✓ |
| 5 stole | |

03 Present perfect simple and present perfect continuous

- A**
- | | |
|----------------------|---------------------|
| 1 I've just paid | 5 Have you cleaned |
| 2 I haven't left yet | 6 I haven't washed |
| 3 we've run out of | 7 I've already done |
| 4 Have you bought | |

- B**
- | | | |
|-----------|-------------|-----------|
| 1 since | 4 never | 7 been |
| 2 injured | 5 before | 8 ever |
| 3 held | 6 travelled | 9 applied |

C **Amber** Well, it's been an interesting day. What are you watching?

Toby The TV news. Have *you* heard about the floods in Wales?

Amber No. What's happened?

Toby They *haven't* given us the full story yet, but you can see the pictures.

Amber The river *has* broken its banks, hasn't it?

Toby That's right. The emergency services *have* arrived now, but there isn't much they can do. Why was your day interesting, anyway?

Amber Well, I've had some good news, actually. You know my boss is pregnant, don't you? Well, she's *asked* me to take over the shop while she's on maternity leave.

Toby That's fantastic! Has she *given* you a pay rise?

Amber Of course. And she's *placed* an advertisement for a temporary assistant for me. Oh dear. What's happening to that woman?

Toby They haven't said. I think she's *lost* her things in the flood.

Amber You mean the water's *ruined* her carpets and furniture?

Toby I suppose so. Shall I switch it off? At least you've had some good news.

- D**
- | | |
|---------------------------|--------------------------------|
| 1 I've been trying | 5 He hasn't been doing |
| 2 I've been building | 6 Have you been eating |
| 3 I've been reading | 7 the fish haven't been coming |
| 4 Carlos has been helping | |

E **Ted** She's lost her phone, I think. Anyway, she's *been doing* something in the bathroom for the past two hours. Why don't you give her a shout?

Kate Jodie! Have you finished in the bathroom yet?

Jodie I'll be down in a minute! I've got something to show you!

Kate Dad has phoned me twice today. He thinks they'll be back today rather than tomorrow.

Ted That's OK. I've *been tidying* the house all day. The place looks OK, I think.

Kate Except that you've broken two plates in the kitchen.

Ted OK, OK. There's no need to get angry. You look a bit tired, actually, Kate.

Kate It's not surprising, is it? I've *been worrying* about you two!

Ted And you've loved every minute, haven't you?

Jodie (entering the room) Hi, Kate! Have you have a nice day at the office?

Kate Jodie! Why are your hands red, and why have you got a towel on your head? What have you *been doing* in the bathroom all this time?

- F**
- | | |
|----------------------|----------------------|
| 1 been playing since | 6 been getting |
| 2 has been forcing | 7 you haven't |
| 3 you've performed | 8 has been listening |
| 4 I've played | 9 been practising |
| 5 You've done | |

04 Perfect tenses and past simple

- A**
- | | |
|--------------------|------------------|
| 1 rang | 6 arrested |
| 2 haven't seen | 7 there's been |
| 3 Did you lock | 8 spoke |
| 4 have just phoned | 9 haven't picked |
| 5 called | |

B I *visited* the beautiful Shetland isles for the first time in 1990. The islands themselves have had a long and dramatic history. Shetland has been inhabited since 3400 BC – and over the centuries it has suffered conflict and sharp rises and falls in the economy. In the early 1970s, its story *changed* again, when prospectors *discovered* oil. Sullom Voe, the UK's largest oil export harbour, *opened* in 1978, and since then thousands of Shetlanders have found employment in the oil industry. A number of films have been made about Shetland, one of the earliest being 'The Edge of the World', which Michael Powell *directed* in 1936. The poet Hugh MacDiarmid *lived* on the island of Whalsay from 1935 to 1942, and *wrote* many poems about the Shetland landscape while he was there. More recently, Anne Cleeves has written a series of detective novels based on the islands.

- C**
- | | |
|----------------------|-----------------|
| 1 have you ever been | 5 We worked |
| 2 I went | 6 it has become |
| 3 I've never seen | 7 have you made |
| 4 Did you finish | 8 I met |

- D**
- | | |
|----------------------------|-----------------------------|
| 1 ✓ | 5 ✓ |
| 2 happened had happened | 6 didn't lock hadn't locked |
| 3 ✓ | 7 knocked had knocked |
| 4 had run had been running | |

- E**
- | | |
|--------------------|-----------------|
| 1 had been working | 4 had closed |
| 2 had left | 5 had wanted to |
| 3 had managed | 6 had bought |

- F**
- | | |
|------------------------|---------------------------------------|
| 1 the show had started | 6 they've just asked |
| 2 I'd been planting | 7 They'd hoped/
They'd been hoping |
| 3 have you had | 8 Has he rung |
| 4 did it arrive | 9 They had |
| 5 they'd stopped | |

05 The future

- A**
- I'll ring Reg straight away
 - will you tell Greg
 - but I'll text him
 - I won't be able to contact
 - We'll invite the group to a
 - I'll ask our colleagues
 - I'll get us some
 - I'll have a doughnut
- B**
- Nadia** Welcome to you all! Today, Param and I are / tell you about our plans for the Chennai International Film Festival. To start with, we're / build the main cinema down there by the beach. And then, next to it, there's / be a luxury hotel with a helipad.
- Param** And we're / have a TV studio just down the road, where we can do interviews with directors and stars. All of these buildings will be designed by the world's leading architects. In fact, Prem Nath is flying in from Delhi this afternoon to begin work on some of the designs.
- Nadia** Thanks, Param. Now, ladies and gentlemen, if you look inland, you will see some green space. This is where we're / create a rather beautiful park. This is where actors, writers and visitors to the festival will be able to talk and relax and exchange ideas. It's / be a calm place where our guests will have time to think.
- Param** Is that Steve from the Chicago Times? We'll take your question now, Steve.
- Steve** Thanks. Nadia, are you / give prizes to the best films? Will there be Chennai Oscars?
- Nadia** I don't know, Steve. We aren't / compete with Hollywood. It's / be a different kind of festival. I think you'll all be impressed as things develop.
- C**
- | | |
|--------------------------|-------------------|
| 1 are you doing | 5 I'm not doing |
| 2 I'm flying back | 6 I'm playing |
| 3 Are you doing anything | 7 I'm giving |
| 4 I'm meeting | 8 are you talking |
- D**
- | | |
|---------------------|------------------------|
| 1 will probably try | 5 He's going to |
| 2 is going to | 6 They're going to |
| 3 are going to | 7 They'll probably let |
| 4 they'll succeed | |
- E**
- | | |
|-----------------------------|---------------------------|
| 1 it probably won't be | 5 we will certainly see |
| 2 it will be | 6 what are we going to do |
| 3 we're going to run out of | 7 you will switch off |
| 4 they will disappear | |

- F**
- Gemma** (+) There's so much choice! I'm going to have a good look through the programme before I decide which talks to attend.
- Leo** (-) Good idea. I'll to join you. We've got plenty of time.
- Gemma** (+) Yuka Takahashi is giving the keynote talk this afternoon on 'The Future of Television'. What do you think about that?
- Leo** (-) I think is she's going to repeat the things she's said in her book. The discussion on 'New Media' might be better.
- Gemma** (+) When does that start? I suppose we'll have to choose between them.
- Leo** (-) I'm afraid so. This isn't going to be easy, does it?
- Gemma** (+) I know! We'll go to different events, and then we'll tell each other about them.
- Leo** (-) OK. But remember that Chris is go meeting us at seven o'clock.
- Gemma** (+) Is he going to take us to dinner?
- Leo** (-) I hope so, but that's in six hours' time. I'll get he us some sandwiches, shall I?
- Gemma** (+) OK. We'll probably need a bottle of water for the afternoon as well.
- Leo** (-) Look at the queue! It's going to take all day just to need get a sandwich.
- Gemma** (+) I don't think it will do, actually. Isn't that Chris near the front of the queue? I'll text him, and ask him to pick up some things for us.
- Leo** (-) Fine, but will tell him I'll pay, particularly if he's taking us out tonight.

06 Future continuous and future perfect; present after time words

- A**
- | | |
|-----------------------|-----------------------|
| 1 I won't be arriving | 4 I will be leaving |
| 2 She'll be giving | 5 We'll be travelling |
| 3 will you be going | |
- B**
- | | |
|------------------------------|-------------------------|
| 1 you won't have finished | 4 My mum will have sold |
| 2 the builders will have put | 5 will he have done |
| 3 Jack will have moved out | |
- C**
- | | | |
|------------|-----------|------------|
| 1 walking | 3 adding | 5 checking |
| 2 finished | 4 arrived | |
- D**
- Anna** When we'll get to Atlanta, we'll hire a car.
- Ryan** Of course. We'll drive north to Chattanooga. Isn't there a song about that?
- Anna** I think it was about a train. We'll have to find a diner once we'll get to Chattanooga.
- Ryan** You've always wanted to order eggs 'over easy' in a diner, haven't you? Anyway, before we'll leave town, we'll ask the staff in the tourist office to book us a room in Nashville.
- Anna** Good idea. When we'll get there, it'll be dark, won't it?

- Ryan** Maybe we should get tickets for some country music at the Grand Ole Opry at the same time?
- Anna** Take it easy! We'll be tired by the time we'll check into the hotel. We've got two days in Nashville, anyway.
- Ryan** OK. Then we'll decide while we'll explore Nashville where to go afterwards.
- Anna** It's a choice between Memphis and St Louis, isn't it?
- Ryan** Yes, but whichever we'll choose, we'll be able to take trip on the Mississippi!

- E**
- | | |
|----------------|-----------------|
| 1 was about to | 5 were going to |
| 2 would | 6 was about to |
| 3 meeting | 7 would |
| 4 would | |
- F**
- | | |
|----------------------|----------------------|
| 1 will be shopping | 6 have eaten |
| 2 tell | 7 I'll be driving |
| 3 were going to book | 8 go |
| 4 I'll be standing | 9 were going to work |
| 5 have | |

07 Mixed tenses

- A**
- | | |
|--------------------|--------------------|
| 1 were travelling | 6 heard |
| 2 decided | 7 are you doing |
| 3 We'll be leaving | 8 I've been making |
| 4 agreed | 9 broke down |
| 5 was thinking | |
- B**
- he travelled he was travelling
 - I am believing I believe
 - You make You're making
 - ✓
 - had was having
 - ✓
 - you've never been doing you've never done
 - She sees She's been seeing
 - she rides she's riding
- | | |
|--------------|------------------------|
| 1 'm writing | 4 leaves |
| 2 'm falling | 5 'll be/'m travelling |
| 3 dislikes | |

Don't worry. I've been *helping* people in your situation every day for six years. The way I see it, you're *having* problems at the moment because you don't *have* anything interesting to say to this girl. I handle situations like this every week. My advice to you is to *look* up a really interesting fact on the internet: something about volcanoes, for example. While you're both on your journey, tell her your fact. I bet she'll soon be *looking* at you in a new way! I very much hope my advice will *help* you.

- D**
- Waiter** *Could* I bring you some drinks while you look at the menu?
- Ana** Well, *I wondered / I was wondering* if you *had* a very light red wine?
- Waiter** Of course. *Would* you give me a moment? I'll ask the wine waiter to come over.
- Rob** Thank you. And *could* you bring us some water, please?
- Waiter** Certainly, sir. *Did* you want a bottle of mineral water?
- Rob** Well, *I wondered / I was wondering* if we *could* just have a jug of tap water.
- Waiter** No problem at all.
- Ana** By the way, *I understood* that this meal *was* included in our total package.
- Waiter** Just a moment please, madam. What *was* your room number again?
- Ana** 352, although we *were* hoping to change later today to a room with a lake view.
- Waiter** Perhaps *I could* check on your package and your move at the same time? Meanwhile, here comes Frederick, your wine waiter.

- E**
- | | |
|-----------------------------------|-----------------------------------|
| 1 had stopped/stopped | 6 were looking/looked |
| 2 had been | 7 lived |
| 3 has worked/
has been working | 8 I'll show/
I'm going to show |
| 4 recognized | 9 took |
| 5 is/was | |
- F**
- | | |
|--------------------|-----------------------|
| 1 travelling | 6 had been |
| 2 were thinking | 7 I'll be driving |
| 3 Were you looking | 8 were taking |
| 4 be looking | 9 will you be leaving |
| 5 been hearing | |

08 Questions

- A**
- | | | |
|-------------|-------------|------------|
| 1 What kind | 4 Where did | 7 Is there |
| 2 Do you | 5 How long | |
| 3 Where are | 6 What do | |
- B**
- Have you *lost* something?
 - Whose* flat is this?
 - Why *do* you ask?
 - Are you *doing* some homework?
 - When *did* you buy it, then?
 - And *are* you still paying back the mortgage at the moment?
 - Do* you have the freehold, though?
 - Well, *when* will the leasehold run out?
- C**
- | | | |
|--------------|----------------|--------------|
| 1 didn't you | 5 is it | 9 wasn't it |
| 2 shall we | 6 do they | 10 isn't it |
| 3 can't we | 7 shouldn't we | 11 should we |
| 4 won't he | 8 have you | |

- D** 1 you think 4 Any messages 7 More tea
2 More cake 5 do you
3 What about 6 could you

- E** 1 Did 4 what 7 Why
2 you 5 then
3 know 6 they

- F** 1 Do you know which company the presenter
2 Who wants another
3 It's been a really busy
4 How long are you
5 Could you remind me which company
6 So you're based in
7 Have you ever been to
8 When is the best time of year

- E** 1 cleaning 5 didn't need to make
2 to sit 6 to go
3 needn't 7 need to
4 needn't have phoned 8 needed

F The good news is that you *needn't* be rich to have a great little holiday, writes Kirsty Stevens. Have you just got to get away for a few days? And have you recently spent hundreds of pounds on a luxury spa weekend? Well, you *needn't* have done. Farms Breaks is a new organization set up by an enterprising group of around thirty UK farmers. They claim that you *don't* have to spend lots of money to get a great short break in the English countryside. All you need are directions to one of the farms currently on the list. Of course, you *mustn't* expect all of the facilities you would get in a top hotel. But you will get a warm welcome and a cosy room.

There are a couple of rules that you'll need to know, though. First, you should remember that these are working farms. Don't worry – you *don't* have to milk the cows at five in the morning, but you must be aware that farms are not always the cleanest places in the world – so you *shouldn't* take your very best clothes with you! Secondly, you have to be careful when you approach the animals. One guest needed to get something from his car in the middle of the night and was surprised to come across a bull in the car park! But you *mustn't* let any of this put you off. What could be better in the spring than watching your children feed a baby lamb from a milk bottle? You won't get that in a five-star hotel, will you?

09 Obligation and necessity

- A** **Boris** Sally! You *must* come and see this! It's a beautiful dress, and it's a bargain.
Sally Do you have to shout, Boris? The whole world will hear you. What is it?
Boris Look! I *must* buy you this. You've been so kind to me recently.
Sally But you *mustn't* spend all your money on me, Boris. You have to save up for college.
Boris But what about Stephanie's party on Saturday? You've got to get something new for it. Anyway, we *mustn't* argue over a dress. Let's take a look at some jewellery.
Sally Jewellery? You *must* be joking! It's far too expensive. You don't have to spend money to have fun. Take Sara, for example. She's gone for a long country walk today.
Boris Sally! You *mustn't* compare shopping with walking! Shopping is serious. Anyway, look at that sign. It's an order, isn't it? It says, 'Massive sale! Everything *must* go today!' Shall we have a look?

- B** a goggles b funnel c Bunsen burner
d tongs e beaker
1 you *mustn't* 5 You have to
2 Do we have to 6 you *mustn't*
3 you don't have to 7 Your teacher has to
4 You have to 8 you *mustn't*

- C** 1 have you got to 5 You *mustn't*
2 I've got to 6 you don't have to
3 she's got to 7 you've got to
4 you've got to 8 you don't have to

- D** 1 Should we 6 shouldn't worry
2 had to 7 do we have
3 we should 8 should have
4 should wait 9 I'll have to
5 We'll have

10 Permission, requests, and offers

- A** 1 May we visit 5 Can we go
2 problem 6 welcome
3 could the children 7 Could we take
4 fine 8 ahead

- B** **Belen** Watkins, Belen. By the way, *can* I check into my accommodation with you, too?
Woman * You can't, I'm afraid. You'll have to do that at the hotel reception upstairs. Ah, here's your tag.
Belen (Later, at the desk for presenters) Hello, I'm doing a presentation in Room 414b at four o'clock today, so *could* I possibly do some photocopying?
Man * I'm sorry, Miss Watkins, but you *couldn't* use these machines. There's a copier in the hotel.
Belen (at Room 414b) Excuse me, but *could* I have a look inside? I'm doing a presentation in an hour.
Woman * I'm afraid you can't. Someone is giving a talk. Could you come back later?
Man (in audience) Thank you very much for the talk. I know we don't have time now, but *can* we email you if we have questions later on?
Belen * Of course you can. You'll *can* find my address in the conference programme.

- C**
- | | |
|------------------------|-------------------------|
| 1 can | 6 you won't |
| 2 let | 7 could/were allowed to |
| 3 permitted/allowed to | 8 allow |
| 4 allow | 9 were allowed to |
| 5 can't | |

- D**
- 1 Shall I put the carrots in?
 - 2 Would you *mind* chopping an onion first?
 - 3 I'll have a look around, *shall* I?
 - 4 But do you *think* you could peel a couple of apples first?
 - 5 Would you *like* me to slice them up afterwards?
 - 6 will you check on the water?
 - 7 *Would* you like to warm them up a little?
 - 8 Why *don't* I put the carrots in now?
 - 9 make me a cup of tea, will you?

- E**
- | | | |
|------------|-----------|-------------|
| 1 have to | 4 Why | 7 must have |
| 2 Do you | 5 Shall | 8 me take |
| 3 you like | 6 Could I | |

- F**
- Fay** Thank you. Here's my scarf too. *Can we sit anywhere we like?*
- Waiter** There are place names on the table, Madam. *Shall I help you find yours?*
- Fay** No, I'll be fine, thanks.
(Later)
- Fay** Excuse me. *Would you mind if I sat next to you?*
I can't find my name, and this place seems empty.
- Woman** Not at all. *You must try this food.* It's delicious. Waiter!

11 Suggestions, orders, and advice

- A**
- | | | |
|-------------|--------------|----------------|
| 1 could fly | 4 if | 7 shall we |
| 2 don't | 5 well | 8 about hiring |
| 3 can take | 6 let's take | 9 couldn't |

- B**
- Sicelo** Mr Jinping will be here by ten tomorrow morning. Why *not* don't we finalize the agenda for the day? We haven't planned lunch or dinner yet.
- Jeff** Of course, Mr Shikeca. We might *could* want to take him to your club in the evening, perhaps.
- Sicelo** Certainly. But we shall we start with lunch? Why *not* order ordering some nice sandwiches from that café on Johns Street? You could to go over there this afternoon. I wonder if he's a vegetarian?
- Jeff** I could try ring ringing his office in Beijing, sir.
- Sicelo** Can't just you just make sure there's a good mix of sandwiches? Let's shall have tea at four o'clock.
- Jeff** What if I get got one of those cakes from Grace Moffat's shop, Mr Shikeca?
- Sicelo** Good plan. What about if ordering it this afternoon while you're in town? Oh, and by the way, Jeff – not let's not use those old cups from the kitchen. I've got some smarter ones in my office.

- C** I've had a few ideas about your flat. First of all, why don't you paint *the walls white or cream or something?* They're a bit dark at the moment. Next, you could try *buying a smaller table.* The one you've got is enormous. And what if you *replaced the bed with a sofa bed?* It would save a lot of space. In the kitchen, how *about getting one of those really tall cupboards?* Then you could put lots of things away. And you might as well *throw away that picture of the three old men!* I know it was a bargain, but it's depressing. Why not get *something cheerful instead?* Finally, couldn't you *just sell that old motorbike on the balcony?* You never drive it, do you? Hope you don't mind my suggestions. Actually, there is one thing I like - the white vase in the hall. Was it a present?

- D**
- 1 I'd better ring Amy, hadn't I
 - 2 Couldn't we talk later
 - 3 think we should talk
 - 4 What should I wear
 - 5 you ought to take
 - 6 you'd better pack some sensible shoes
 - 7 you must take the torch
 - 8 can I just answer

- E** Life is short, but surely you can take a few minutes to think about your money, *can't* you? Good. Now, why *don't* you start by looking at a question from someone like you?
- Q:** I've just inherited quite a lot of money from my aunt – *what* should I do? Is it safe in my current account?
- A:** Well, you *mustn't* worry, for a start. It's safe. But *you'd* better think about the future, because at the moment, you probably aren't earning more than a couple of dollars a month in interest. You *could* think, for example, about a low-risk investment. We can *advise* you on some sensible options. If you have more questions like this, hadn't you *better* come and see us? At Sydney Security, we believe you should be *taking* control of your personal finances. And if you get the money right, shouldn't *you* finally think about giving up that boring job – and setting up your own business?

- F**
- | | | |
|--------------|--------------------|--------------|
| 1 could go | 5 we just | 9 if we |
| 2 be earning | 6 shouldn't travel | 10 let's add |
| 3 not find | 7 better not | |
| 4 about that | 8 we take | |

12 Ability, possibility, and certainty

- A**
- | | |
|------------------|------------------------|
| 1 can work for | 5 managed to fix |
| 2 can't delegate | 6 to be able to |
| 3 can't talk to | 7 haven't been able to |
| 4 Can you | |

- B**
- ✓
 - was able to buy/managed to buy/succeeded in buying
 - ✓
 - ✓
 - was able to get/managed to get/succeeded in getting
 - ✓
 - was able to repair/managed to repair/succeeded in repairing
- C**
- I won't be able to help
 - we'll be able to take
 - I won't be able to come
 - He'll be able to help
 - we won't be able to get
 - you'll be able to sell
 - Will we be able to fit
- D**
- be sleeping
 - be doing
 - know
 - not have kept
 - be having
- E**
- must
 - should
 - must
 - should
 - can't
 - can't
 - should
 - must
 - can't
- F**
- must have made
 - could have
 - to be able to
 - should begin
 - can't have
 - won't be able to
 - can't
 - might change

13 Verb patterns

- A**
- to have
 - cooking
 - to enjoy
 - to listen
 - to get up
 - practising
 - to do
- B**
- to have
 - to find
 - not looking
 - asking
 - going up
 - to look
 - talking
 - watching
 - reminding
- C**
- managed
 - asked me
 - seemed
 - enabled
 - planned
 - advised me
 - invited me
 - attempted
 - pretended
- D**
- write
 - thinking
 - destroy
 - working
 - being
 - to write
 - to write
 - talking
 - cooking
- E**
- who
 - that
 - why
 - when
 - that
 - what
 - that
 - how
 - that
- F**
- prefer
 - learn
 - allow
 - persuade
 - doubt
 - involve

14 The passive

- A**
- We were invited
 - It'll be stolen
 - the vegetables have been prepared
 - Her flat is being decorated
 - The sofa can be moved
 - Her car should have been fixed
- B**
- Five shots were fired
 - he was contacted
 - The street has been closed
 - have you been given
 - A statement was made
 - We were told
 - the hostage will be freed
 - His name won't be released
 - our website will be/is being updated
- C**
- Inflation can *be defined* as a general rise in prices. Such rises *are measured* by the cost of an agreed group of products and services over a period of time. It *has been argued* that moderate inflation is the sign of a healthy economy, but from a political point of view, there are two dangers. *Firstly*, there is the simple fear in ordinary members of the public when they see the value of their savings *being reduced* by inflation. In this situation, politicians *are blamed*, even when the causes of price rises are global rather than national. *Secondly*, as prices rise, people naturally tend to shop less and the economy *is damaged further*. Once more, political parties can expect *to be criticized*, as shops and businesses suffer or close. This is why governments fear inflation and will do almost anything in their power to avoid it.
- D**
- I have to get my hair cut first.
 - you had your hair done last week
 - I'm getting some photos taken
 - have you had your injections done yet?
 - I'll get it booked
 - I'm getting the car serviced
 - Are we having the carpet cleaned again?
- E**
- has just been found
 - he was discovered
 - Mr Taylor was thought
 - to have travelled
 - Jackson Taylor is known
 - he will be charged
- F**
- Parul** It's not as bad as that, but our project just *got* cancelled. We had been *asked* to give a presentation to Stella, and then, at the end, she said that the project *couldn't* be supported by this year's budget.
- Luc** Oh dear. Perhaps you'll *be* given another chance next year.
- Parul** I doubt it. Anyway, how was your trip to Sweden?
- Luc** Not great. We took some good photos in the first few days, but then we *had* all our equipment stolen from our car while we were having lunch.

Parul That's terrible. Did you get *shouted* at when you got back to the office?

Luc A bit. The cameras *are* covered by our insurance, of course, but we lost a lot of work.

Parul Is Tom in today? I need to have a quick word with him.

Luc No. He's been sent *by* Stella to take some shots of the new hospital that's *being* built outside Cambridge.

Parul I'll give him a ring, then. Shall we get a cup of tea? Maybe the rest of the week will get better.

15 Phrasal verbs

- A**
- 1 I made up them up this morning.
 - 2 Are you taking keeping that rubbish out, Kit?
 - 3 but I can't work on out if this oven is working.
 - 4 I may have taken switched it off.
 - 5 Turn it on it at the wall, Kit.
 - 6 I've just checked out off the lamps in the bedroom.
 - 7 Why don't you ring up them up and find out?
 - 8 They're showing up on early.
 - 9 Could you ask them to hold pick up a couple of light bulbs?
- B**
- | | | |
|--------|--------|--------|
| 1 drop | 4 put | 7 fill |
| 2 pick | 5 pick | |
| 3 get | 6 meet | |
- C**
- | | | |
|-------|-------|-------|
| 1 out | 4 out | 7 out |
| 2 off | 5 out | |
| 3 up | 6 up | |
- D**
- | | | |
|------------|------------|------------|
| 1 go ahead | 4 Look out | 7 Hang on |
| 2 go off | 5 goes on | 8 going on |
| 3 end up | 6 set off | 9 Come on |
- E**
- | | | |
|------------|-------------|-----------|
| 1 blow out | 3 eat up | 5 try on |
| 2 read out | 4 come over | 6 blow up |
- F**
- Harry** Eat up! We've still got desserts to come. I should point *out* that The Holly makes the best desserts in England. Bart, do you ever switch that phone off? They'll kick you *out* of the restaurant!
- Bart** Sorry, Harry. I had to finish off my emails. I'm trying to *sort* out a problem at work.
- Liz** We won't invite you *out* with us again, Bart, if you can't forget work for an hour or so! Shall I *call* the waiter over? We need some more drinks.
- Harry** Alright. Which red wine do you prefer, Bart, the Italian we had first or this French one?
- Bart** I can't tell red wines *apart*, actually. I'll have a coke, and no dessert, thanks.
- Celia** Bart, this is the first time we've eaten *out* in ages. Try to enjoy yourself.
- Liz** Harry was the same, actually, when he was Bart's age. I planned to run *away* once, just to escape the office talk.

Celia What a good idea! I'll start to *save* my money up. I've always wanted to go to New Zealand.

Bart Hold *on* a moment. There's still time for me to change. I'll have the chocolate tart!

16 Prepositional verbs

- A**
- | | | |
|---------|-------|---------|
| 1 after | 4 on | 7 like |
| 2 with | 5 for | 8 about |
| 3 after | 6 to | 9 of |
- B**
- | | | |
|-----------|---------------|-----------|
| 1 staring | 4 call | 7 covered |
| 2 coming | 5 concentrate | 8 look |
| 3 fill | 6 sounds | 9 rely |

- C**
- 1 this has also resulted in a fall
 - 2 comes from a natural desire
 - 3 have brought about a worrying increase
 - 4 has contributed to their personal difficulties

- D**
- | | | |
|-------|--------|--------|
| 1 for | 4 out | 7 away |
| 2 up | 5 of | 8 up |
| 3 to | 6 with | 9 off |

E Hi Felicity
I'm writing to you because I can't get *down* to my last essay of the term. I tried going *out for* a walk to clear my head, but it hasn't helped! If I can't *get* round to it today, I'll miss my deadline again. I wonder sometimes if I'm doing the right course. Perhaps I'm just trying to live *up* to dad's expectations, and not really succeeding? That's what it feels like sometimes. A voice in my head says, 'Why don't you *face* up to the fact that you'll never become a lawyer?' I hope you don't mind me writing like this. Hope life is good for you in Canada.

- F**
- | | | |
|-------------|--------|------------|
| 1 make | 4 run | 7 regarded |
| 2 listening | 5 rely | 8 provide |
| 3 checked | 6 end | |

17 Indirect speech

- A**
- 1 he didn't have time (because) he had to get
 - 2 I would have/I'd have a cup of tea (if) she was making
 - 3 she wasn't my
 - 4 he couldn't work (while) we were all
 - 5 I was going out
- B**
- 1 she had had a meeting with some producers that
 - 2 I was there she would introduce me to an actor who wanted to audition for the main
 - 3 what musical parts he had played
 - 4 he had been amazing in a live TV show two days before on
 - 5 he might be free for dinner that night or lunch the following day/the next day/ the day after at

- C**
- 1 what the problem was with the
 - 2 I wouldn't be able to drive my car
 - 3 our Managing Director had been arrested the evening before/the previous evening at
 - 4 what he had done
 - 5 believed he hadn't paid any tax for ten

- D**
- 1 on travelling/that we travel
 - 2 persuaded
 - 3 to drive
 - 4 hitting/that he had hit
 - 5 admitted/agreed
 - 6 for causing
 - 7 accused

- E**
- 1 They invited me to stay with them for at least six weeks.
 - 2 They encouraged me to go walking and swimming in the sun.
 - 3 They recommended that I eat/that I should eat/my eating light things to start with, like fish and soup.
 - 4 They proposed that I (should) come back at Christmas.
 - 5 They offered to drive me up to the port in Calais.

- F**
- 1 He asked when he *had* to see the boss.
 - 2 ✓
 - 3 He said he *would* do more preparation next time.
 - 4 He said he had forgotten to go to the gym *the day before/the previous day*.
 - 5 ✓
 - 6 He objected *to* paying for everyone's biscuits.
 - 7 He congratulated Sally *on* becoming a senior manager.
 - 8 ✓
 - 9 ✓

18 Review of conditional sentences (1)

- A**
- | | |
|------------------------|---------------------------|
| 1 it makes the weekend | 3 the little places close |
| 2 We usually get | 4 if we invite them |

- B**
- | | |
|-------------------------|----------------------|
| 1 I'll be able to/I can | 6 we're arriving |
| 2 finishes | 7 is |
| 3 isn't | 8 we'll arrive |
| 4 we'll get | 9 He's likely to be/ |
| 5 we stay | He will probably be |

- C**
- 1 You'll have a job for life unless if you will become an accountant.
 - 2 You won't have anything to fall back on if unless you've gained a professional qualification by your early twenties.
 - 3 I believe that if unless you will study something you're passionate about, you won't find the motivation to keep going.
 - 4 You'll see quite a few jobs for history graduates in teaching and research, and also in the media, if unless you look in the newspapers.
 - 5 Come soon, if or else unless we'll forget what you look like!

- D**
- | | | |
|-------------|-----------|--------------|
| 1 I'll give | 3 stays | 6 Buy |
| 2 Provided/ | 4 as long | 7 as long as |
| As long as | 5 If | 8 unless |

- E**
- | | | |
|-----------|-----------|-----------|
| 1 if | 3 in case | 5 if |
| 2 in case | 4 if | 6 in case |

F **Joyce** The problem is that if people get used to sitting around all day, they *find* it difficult to begin looking for work. Perhaps if we set up a kind of job club, they *could* come and exchange ideas.

Mike But I don't think they'll come *unless* we offer something more than a place to talk.

Linda I agree. Give us a proper budget, *Joyce*, and we may be able to do something.

Joyce Well, we're more likely to receive some money *if* we can show that we have a good plan.

Mike We'll require two or three computers for a start; *otherwise*, the kids won't be able to access information.

Linda We need to employ someone to work in the centre part-time, *in case* people want help with their CVs.

Mike But *if* we only have one person to help, the club won't be successful in the long run.

Joyce Well, *provided* we can also persuade some local people to give their time free, I think it could work.

Linda Older, retired people *might* be interested in helping if we advertise the aim of the centre.

Joyce That's a good point. As long *as* they have some skills to offer the kids, they could be very helpful. That's probably all we can do for today, but I think it's been a useful start. Thank you for coming.

19 Review of conditional sentences (2)

- A**
- | | |
|-------------------|-----------------------------|
| 1 I would ask you | 4 I would apply to |
| 2 you had a job | 5 You would have some money |
| 3 you asked him | |

- B**
- | | |
|--------------|----------------|
| 1 could | 5 might be |
| 2 weren't | 6 were earning |
| 3 were | 7 would you |
| 4 would open | |

C **Gill** If we moved the business to Wales, we would *be* able to expand more easily.

Dave * That's right. It's *be* almost impossible to get extra space in London.

Amir But we could lose some of our customer base if we were *to* move.

Dave * But wouldn't our younger staff to find it easier to buy property if we were based outside London?

Gill Quality of life improves business too. If staff weren't so tired when they arrived at work after their morning journey, they *might* come up with interesting new ideas.

Amir * I think you would have a point if we might were in a different type of business. But I reckon that you get a kind of energy from being in a capital city.

Kelly If I *were* you, I would think about making a visit to a small business in Wales. You might learn from it.

Dave * That's were a good point, Kelly. Can you help us with that?

Kelly Well, if I managed to contact a company in Wales, *would* you consider making a trip later this month?

Gill * Certainly. And I think that if you would came with us, Kelly, that would be useful.

- D** 1 it's time 4 I'd rather 7 I wish
 2 I wish 5 I wish 8 I'd rather
 3 it's time 6 I'd rather
- E** 1 could 4 stop 7 hadn't lost
 2 had saved 5 think
 3 enjoy 6 didn't spend
- F** 1 would 4 time 7 I'd
 2 rather 5 wish 8 made
 3 were 6 could 9 wouldn't

20 Review of conditional sentences (3)

- A** 1 could have followed
 2 had brought
 3 hadn't spent
 4 could have reached the first summit
 5 wouldn't have seen anything
 6 had got to
 7 could have photographed
- B** 1 wouldn't 4 for 7 But
 2 hadn't 5 would 8 for
 3 have 6 been
- C** The creative writing course – the CWC – has already produced some very interesting results. If we *had* introduced it two years earlier, the results might *have* been even better. One student, Craig Brown, had previously failed all his English exams. After taking the CWC, he came top in two English exams. Would he *have* done so well if he had *not* decided to enrol for the CWC? I doubt it. Let us consider a second case, Mary Pattinson: *had* she not taken part in the CWC, she *might/would/could* have dropped out of college completely. In the year before she took the course, her attendance in all her subjects was very poor. But when she began the CWC, her attendance improved in all her other subjects as well. *If* we had not asked these students to think and write creatively, they would probably *have* continued to fail in their college careers. I would like to finish by thanking the CWC teaching team: Sally Fielder, Mike O'Donnell and Sylvia Rusbridger. We would *not* have achieved any of these successes if we *had* not had such a brilliant team!

- D** 1 Supposing I took 5 even if I thought
 2 if you had listened 6 If you spent
 3 you would have heard 7 you wouldn't have asked
 4 then you'll make
- E** 1 if you *don't* mind
 2 If *you'd* prefer to sit inside
 3 if you *like* fizzy lemonade?
 4 What if I *got* you a coffee instead?
 5 If I *could* have a glass of water, perhaps?
 6 if *that's* OK?
 7 if that *suits* you?
- F** 1 we'd be 6 might 12 could be
 2 hadn't been for 7 Even if 13 hadn't
 3 would have 8 we'd 14 alright
 4 don't mind 9 we had with
 5 Supposing/ 10 wouldn't 15 had slept
 Suppose 11 would have been 16 would be

21 Nouns and articles

- A** Make sure you have a radio with you so you can get informations and a news. There's a spare battery in your personal packs. You are sure to experience different types of weathers during the week, so listening to a daily weather reports on your radio will be useful. Take some basic items with you such as a water, breads, apples or bananas. In your packs, you'll also find a scissors, a knife, a cup, a glass and a soap. Don't take heavy baggages with you. You need to make a progress fairly quickly through the mountains. All you need is a light rucksack. Finally, remember this: a good health matters. Take breaks; don't take risks! Have a great time.
- B** 1 drop 4 litres 7 items
 2 spoonful 5 spots 8 some
 3 bit of 6 pair 9 bottle
- C** 1 a great deal of 4 many 7 little
 2 little 5 a lot of
 3 a few 6 much
- D** 1 the 7 the 13 –
 2 a 8 a 14 a
 3 the 9 a 15 the
 4 a 10 the 16 an
 5 the 11 – 17 –
 6 an 12 the 18 the
- E** I used to live on *a* farm in Yorkshire. The farms *Farms* are strange places, where you spend more time with animals than with humans. You don't go to *the* shops much, because they're too far away. The people *People* think it must be fun on a farm, but most of *the* time it's very hard work. At the night all you can hear is *the* wind! Of course, it can be very interesting. Instead of watching TV after the dinner, for example, you might see a lamb being born. Now though, I'm living right in *the* city centre. My mother died

a long time ago, and my father became ill and was taken into hospital. So now I live with my uncle in a small flat in London. But at least I can go to school on the foot, instead of by the car. When I'm in the bed, I can hear the police in their cars. And *the* only animals I see are dogs and cats!

- F**
- | | |
|--------------------------|--------------------------------|
| 1 any / a bit of | 7 the rope |
| 2 much | 8 some experience / experience |
| 3 many | 9 a lot of / many |
| 4 a kilo of rice / rice | 10 A few |
| 5 good equipment | |
| 6 the Annamese Mountains | |

22 Possessives and pronouns

- A**
- Lucy** Are you going to go to the fishmonger's today? The one near your office.
- Tim** If I get time. I've got to plan tomorrow's launch of our new laptop.
- Lucy** Alright. Have you been into the boys' room yet? Are James and Roy awake?
- Tim** They're getting up. Is this James's homework on the corner of the table?
- Lucy** No. I think it's Roy's. Have you seen my handbag anywhere?
- Tim** It's on the door handle. What's that on the floor over there?
- Lucy** It's the cat's breakfast, I'm afraid. It was sick again. Are you making toast?
- Tim** In a minute. Look at this picture in the paper. It's Degas' painting of a bath tub. I'd love to get a copy for our bathroom wall. But I'll make the toast first, of course.

- B**
- | | | |
|-------------|------------|----------|
| 1 its own | 5 their | 9 my own |
| 2 my | 6 its | 10 our |
| 3 their own | 7 his | 11 my |
| 4 her own | 8 your own | 12 the |

- C**
- | | | |
|------------|------------|---------|
| 1 Mine | 5 hers | 9 mine |
| 2 of yours | 6 theirs | 10 mine |
| 3 of mine | 7 his | |
| 4 ours | 8 of yours | |

- D**
- | | |
|---------------|--------------|
| 1 over myself | 4 of herself |
| 2 to yourself | 5 yourselves |
| 3 yourself | 6 yourself |

- E**
- | | |
|---------------------------|-----------------------------|
| 1 the owner herself | 5 had cooked himself |
| 2 the building themselves | 6 served us herself |
| 3 poured ourselves | 7 the vegetables themselves |
| 4 makes it herself | 8 The bikes themselves |

- F**
- | | | |
|--------------|--------------|---------------|
| 1 Mine | 5 themselves | 9 brother's |
| 2 brothers' | 6 another | 10 each |
| 3 each other | 7 himself | 11 buy myself |
| 4 their | 8 by myself | |

23 There, it, and indefinite pronouns

- A**
- | | | |
|-------------|------------|----------------|
| 1 there are | 4 It's not | 7 It's |
| 2 It | 5 There | 8 There aren't |
| 3 There are | 6 it's | |

- B**
- | | | |
|----------------|-------------|---------------|
| 1 It's | 5 It's | 9 there'll be |
| 2 There's | 6 Is there | 10 It's |
| 3 It's | 7 There are | |
| 4 There aren't | 8 It's | |

- C**
- | | | |
|--------|--------|--------|
| 1 all | 4 all | 7 Some |
| 2 Some | 5 All | 8 none |
| 3 all | 6 some | 9 all |

- D**
- | | | |
|-------------|-------------|-------------|
| 1 somewhere | 4 everybody | 7 something |
| 2 nothing | 5 anywhere | 8 Someone |
| 3 anything | 6 No one | |

- E**
- | | | |
|----------|-----------|-----------|
| 1 either | 6 every | 11 each |
| 2 every | 7 Neither | 12 either |
| 3 either | 8 nor | 13 or |
| 4 both | 9 both | 14 each |
| 5 each | 10 and | |

F There are a lot of unusual things about the film 'The House by the Sea'. To begin with, *it* rains throughout the two and a half hours of the film. There is *nothing* strange about wet weather in Scotland, where the movie is set, but it would have been good *to* see the sun shine at least once. The second thing is that every *one* of the characters seems to be selfish or bad or an actual criminal. The main focus is on a man and his wife who decide to spend their money on the house by the sea of the title. It's a pity *neither* of them have any qualities that would make you care what happened to them. Each of *them* has a dark secret. Anyway, nothing actually *seems* to happen in the end. Both the man *and* his wife decide to return to the city, and the rain just keeps falling! I would say to anyone thinking of seeing this film, you might prefer a cold shower and an argument with your best friend!

24 Adjectives

- A**
- | | | |
|------------|------------|----------------|
| 1 former | 6 salty | 11 nervous |
| 2 friendly | 7 careless | 12 important |
| 3 upset | 8 a live | 13 comfortable |
| 4 pleasant | 9 new | 14 awake |
| 5 sheer | 10 main | |

- B**
- | | |
|-----------------|--------------------------|
| 1 long narrow | 5 small personal |
| 2 large bright | 6 brown leather |
| 3 unusual round | 7 favourite white cotton |
| 4 small French | 8 old black |

- C**
- | | | |
|------------|-------------|----------------|
| 1 worried | 5 depressed | 9 populated |
| 2 tiring | 6 breaking | 10 interesting |
| 3 lit | 7 exhausted | 11 bored |
| 4 annoying | 8 term | |
- D**
- | | |
|--------------------|-----------------------------|
| 1 better | 7 more cheerful |
| 2 more spacious | 8 ✓ |
| 3 further/farther | 9 ✓ |
| 4 ✓ | 10 as cheerful as the first |
| 5 quieter | 11 modern than the second |
| 6 more comfortable | |
- E**
- | | |
|------------------------|----------------------|
| 1 the most luxurious | 7 of |
| 2 the most expensive | 8 one |
| 3 the strangest | 9 the most exclusive |
| 4 the coldest | 10 in |
| 5 the most frightening | 11 the loveliest |
| 6 the worst | 12 far |

F One of my *closest* friends is a dentist called Charles. He always carries a *big green* umbrella with him. He isn't as talkative *as* some of my friends, but what he says is often *more* original than you normally hear. I met him on a long-*haul* flight to Sydney. He offered me a piece of *mouth-watering Belgian* chocolate, and we started talking. It seemed like the *quickest* flight to Australia that I'd ever been on.

25 Adverbs

- A**
- | | | |
|------------------|----------------|-----------|
| 1 normally | 4 accidentally | 7 nearly |
| 2 rather | 5 angrily | 8 Perhaps |
| 3 this afternoon | 6 before | 9 again |
- B** Hi Sandy
I'm at now the airport now. I hope you'll this week be OK at the office this week. I'll regularly call you regularly to see how things are going. The deal with Johnson's nearly is nearly finished, so you won't have to worry about that. Toby Johnson definitely will definitely call by later in the week to pick up the papers. He'll also have one or two questions, I guess, but the whole really thing has gone really well, I think. There's only one other thing. Could possibly you possibly see if Joe has finished his report? Talk to him gently, Sandy, gently because he's feeling under pressure! Anyway, if anything suddenly else comes up suddenly, you've got my mobile number, so just give me just a ring.
- C**
- We meet nearly *weekly* on a Friday, but one of our team has even *just* dropped out.
 - Well, I'm rarely *always* free on Fridays, so definitely *maybe* I could join you?
 - We need to work quite slowly *quickly*, because there are mostly *only* three weeks left.
 - Second *First*, we're going to do some experiments there *outside*.
 - First *Then*, we need to write them up suddenly *carefully*.
 - I did something hardly *quite* similar a year before *ago*.
 - We'll hardly *probably* see you on Friday at our meeting downstairs *upstairs* on the top floor.

- D**
- | | |
|-------------------------|--------------------|
| 1 far enough | 6 fairly/quite |
| 2 fairly | 7 quite/absolutely |
| 3 completely/absolutely | 8 absolutely |
| 4 quite | 9 rather |
| 5 too | |
- E**
- react more quickly
 - work harder if
 - performing less effectively
 - coming much earlier
 - designing new products more creatively
 - means growing faster
- F**
- | | |
|------------------|-------------|
| 1 unexpectedly | 6 extremely |
| 2 sad | 7 though |
| 3 uncontrollably | 8 actually |
| 4 there | 9 then |
| 5 just | |

26 Prepositions

- A**
- | | | |
|-----------|-------------|-----------------|
| 1 at | 6 opposite | 10 above |
| 2 from/at | 7 next to/ | 11 through |
| 3 on | beside/by | 12 below/under/ |
| 4 in | 8 near (to) | in front of |
| 5 into | 9 between | 13 over |
- B**
- | | | |
|---------------|-----------|----------------|
| 1 out of/ | 4 onto | 8 (a)round |
| away from | 5 off | 9 in/into |
| 2 past | 6 into | 10 out of/from |
| 3 out of/from | 7 towards | |
- C**
- | | |
|--------------------------|---------------------|
| 1 among/with | 6 in |
| 2 in | 7 along/by/beside |
| 3 across/(a)round | 8 behind/with/near/ |
| 4 next to/beside/by/near | next to |
| 5 on | 9 onto |
- D**
- | | | |
|-------|-----------------|----------------------|
| 1 on | 5 since | 9 between |
| 2 in | 6 after | 10 I'll tell you all |
| 3 at | 7 past/until | about it in |
| 4 for | 8 by/before/for | next week. |
- E**
- | | | |
|-----------------|-------------|----------------|
| 1 from | 5 before | 9 We all drive |
| 2 to/until/till | 6 through | on every day, |
| 3 until/till | 7 by/before | don't we? |
| 4 during | 8 since | |
- F**
- | | | |
|----------|-----------------|--------------|
| 1 in | 7 in front of | 13 opposite/ |
| 2 on | 8 onto/on | next to |
| 3 on/in | 9 under | 14 in |
| 4 since | 10 at | 15 away |
| 5 during | 11 before/until | 16 after |
| 6 by | 12 Until | 17 By |

27 Verb/noun/adjective + preposition

- A**
- | | | |
|-----------|--------|-------------|
| 1 with | 5 from | 9 from |
| 2 in | 6 on | 10 about/of |
| 3 to | 7 from | 11 for |
| 4 against | 8 of | 12 of |
- B**
- | | | |
|-----------|--------------|--------------|
| 1 aware | 4 translated | 7 downloaded |
| 2 enquire | 5 comment | 8 resolving |
| 3 pleased | 6 apply | |
- C**
- | | | |
|-----------|--------------|------------------------|
| 1 fond | 5 typical | 9 laughed |
| 2 object | 6 quarrelled | 10 handling/
having |
| 3 rely | 7 hear | 11 worry |
| 4 crashed | 8 blamed | |
- D**
- | | | |
|--------|-----------|-------------|
| 1 for | 7 in | 13 about/on |
| 2 for | 8 in | 14 of |
| 3 on | 9 in | 15 of |
| 4 on | 10 in | 16 to |
| 5 with | 11 at | 17 of |
| 6 at | 12 to/for | 18 in |
- E**
- | | | |
|-------|--------|--------|
| 1 by | 5 in | 9 with |
| 2 for | 6 with | 10 in |
| 3 in | 7 for | 11 at |
| 4 in | 8 by | 12 by |
- F**
- | | | |
|---------------|-------------|-----------|
| 1 for | 5 to | 9 with |
| 2 by | 6 in debt | 10 at |
| 3 about | 7 in danger | 11 prison |
| 4 concentrate | 8 in | |

28 Relative clauses

- A**
- you downloaded
 - that made the album 'Tokyo Storm'
 - that offers discounts
 - I saw there
 - that reviews CDs
 - I really like
- B**
- The Isle, which is a popular tourist destination, measures twenty-four miles from east to west.
 - Thousands of music lovers attend the annual festival, which is held in June.
 - Queen Victoria, who had a house built on the island, was a frequent visitor.
 - Alfred, Lord Tennyson, who was sailing to the island, was inspired to write the poem 'Crossing the Bar'.
 - The world's first radio station, which you can visit in the west of the island, was set up by Marconi.

- C**
- Tourists *visiting* in the months of May and June are able to enjoy a colourful range of beautiful wild flowers.
 - The owner, George Bailey, who is a local Member of Parliament, made his fortune in America.
 - His daughter, the actress Georgina Bailey, lives in a cottage which was built for her in the gardens of the manor.
 - Robert Whiting, who was writing about the manor in The Times, described it as 'the most beautiful country house in Britain.'
 - Anyone *travelling* in Yorkshire in the summer should spend an afternoon there.
- D**
- | | | |
|---------|---------|--------|
| 1 to | 4 where | 7 when |
| 2 about | 5 why | 8 at |
| 3 which | 6 whose | 9 What |
- E**
- | | |
|-------------------|----------------|
| 1 where the war | 4 of which |
| 2 whom Parliament | 5 who believed |
| 3 whose progress | |
- F**
- | | | |
|--------|---------|-----|
| 1 ✓ | 4 where | 7 ✓ |
| 2 what | 5 which | |
| 3 that | 6 whose | |

29 Linking words

- A**
- | | | |
|--------|-------------|-----------|
| 1 so | 4 so (that) | 7 So/Then |
| 2 to | 5 to/and | 8 can |
| 3 then | 6 Because | |
- B**
- | | | |
|-----|-----|-----|
| 1 D | 4 F | 7 E |
| 2 C | 5 G | |
| 3 H | 6 A | |
- C**
- Ed** I'm going to start jogging in the park *because* I don't feel I'm getting enough exercise at the moment.
- Jodie** Good idea. If that's OK, I might come with you sometimes *to* get some fresh air. At the moment, I'm spending all day at the office, and all evening studying.
- Ed** Sure. You know, when I was at college, I used to have three non-meat days a week *so* that I *would* eat more vegetables – and less meat, of course.
- Jodie** You did it *because* you were feeling unhealthy, did you?
- Ed** That's right. And also *to* impress my girlfriend at the time. I think I'll start that system again. This piece of paper could be *for* ticking off the vegetarian days each week.
- Jodie** I'll join you. Is today a non-meat day, then?
- Ed** Shall we start tomorrow?
- D**
- | | |
|-----------------------|-------------------|
| 1 of you to suggest | 5 of you to study |
| 2 for students to get | 6 for me to do |
| 3 for us to have | 7 for you to take |
| 4 silly of me | 8 of you to offer |

- 1 such a 4 such 7 so many
 2 so 5 so
 3 so few 6 such an

Delia (+) Do you think it's necessary *for* us to spend a hundred thousand pounds on an advertising campaign? Can we really afford it? We're only a small company.

Nigel (-) We've got to spend so as for to raise our profile, Delia. Why? Because our competitors are winning (+) the race at the moment. It would *be* a great mistake to sit back at this point.

Carol (-) Nigel's right. There's be so much competition out there that we've got to do something.

Nigel (+) Look at the example of Dickson's. They were losing business and, in *order* to improve their market (-) position, they hired a top advertising agency order to launch a fantastic campaign for them.

Delia (+) Well, if we spent that much money, I would be anxious *for* us to get similar results.

Carol (-) I could get a couple of agencies to give us some ideas. It would be sensible for of us to hear at least two different approaches.

Nigel (+) I agree. I know people at Thorn and Gray and the Cresswell Agency *so* I'll contact them.

Delia (-) OK, but let's not move so fast so that we end up choosing a campaign that simply isn't worth the investment.

- D**
- 1 Before beginning our journey, we checked the weather forecast carefully.
 - 2 Refused entry to the game park, we took a long detour.
 - 3 Having driven through the night, we wanted to find a local hotel as soon as we could.
 - 4 Thomas crashed the jeep when taking a very sharp corner too fast.
 - 5 Approached by a tiger, we decided to stay inside the car!
 - 6 We sent up a flare, attracting local villagers.
 - 7 Before rescuing us, the villagers told us we should never have made the trip!

- E**
- | | | |
|-------------|-----------|-------------|
| 1 having | 4 used | 7 convinced |
| 2 sailing | 5 decided | 8 waited |
| 3 refreshed | 6 landing | |

- F**
- Paul** In spite *of* everything that happened today, I'm glad we went.
- Astrid** You're right. We needed to get together with other people – even *though* they were strangers.
- Paul** Exactly. Having *spent* so long imprisoned in this flat with our books, it was nice to see the crowds.
- Astrid** But I just couldn't breathe on the train – *packed* into that compartment, I thought we were going to be squashed to death at one point!
- Paul** I know. In spite of the *fact* that the journey only lasted fifteen minutes, it felt like the longest part of the evening by far.
- Astrid** I loved the fireworks, *though* I wish we had brought an umbrella.
- Paul** And everything in the display worked *despite* the pouring rain!
- Astrid** I'd be surprised if we didn't wake up with cold tomorrow, *having* got soaked twice.
- Paul** Wouldn't that be nice? The first colds of the New Year.

30 Contrasting ideas; participle clauses

- A**
- | | |
|-----------------------|-----------------------|
| 1 in spite of/despite | 5 though |
| 2 though | 6 in spite of/despite |
| 3 in spite of | 7 though |
| 4 though | 8 On the other hand |
- B**
- 1 Even though the chef, Michel Arnaud, is French, he focuses on traditional English dishes.
 - 2 We didn't feel too full despite the fact that we had eaten four courses.
 - 3 Despite the dark clouds / Despite there being dark clouds in the sky, we decided to sit outside.
 - 4 I ate fish for my main course, while my companion chose the beef.
 - 5 Although we thoroughly enjoyed the meal, we were glad we weren't paying the bill.
 - 6 The waiters appear happy despite working very long hours.
- C**
- | | | |
|---------------|-----------|-----------|
| 1 however | 3 despite | 5 Even if |
| 2 Even though | 4 However | 6 despite |

Answer key Over to you

01 Present simple and present continuous

- 'The King's Speech', a popular film made in 2010, is the story of how George VI manages to make an important speech despite his stammer. A key figure is the King's wife, Elizabeth. While George (known as 'Bertie') is still Duke of York, Elizabeth seeks the help of the Australian speech therapist, Lionel Logue. Bertie and Lionel have a difficult relationship, but in the end Logue is able to help the future King. When Edward VIII abdicates, Bertie becomes King. The climax of the film is when Bertie, as George VI, succeeds in making an important public speech without stammering at the beginning of the Second World War.
- - 1 British people are showing more interest these days in where their food comes from.
 - 2 Women in the UK are having children later in life than they used to.
 - 3 More people in Britain nowadays are working from home.
 - 4 People in the UK are living longer, which is creating new problems, such as the cost of looking after older people.
 - 5 Younger people in the UK are watching their favourite TV programmes on computer, at the times when they want to.
 - 6 Many people are paying to download music from internet sites, rather than buying CDs.
- I know that ice cream is bad for you, but I love it. My favourite type of ice cream is strawberry, but chocolate tastes great too. I don't eat it all the time, but now and again, after a hard day's work, I think I deserve it! If I'm feeling tired or unwell, then I often make some chicken soup. As soon as I smell it, I start to feel better. The only food that I don't like is really strong cheese. I think that if you can smell a cheese in the kitchen, and you're in another part of the house, then you've got the wrong type of cheese!

02 Past simple and past continuous

- See Exercise B on page seven for an example of a text on a famous person's life.
- Four of us were staying on the Greek island of Poros when the accident happened. It was a beautiful day as usual, and I was cycling to the beach with Barry, one of our group. Unfortunately, I was looking at the sea instead of watching where I was going. As we were turning a corner, I cycled straight into a field full of sheep! I fell off the bike, of course, and hurt my leg. It wasn't serious, but I got a shock. When we were telling the rest of the group about it that evening, the only thing they said was, 'Did you get a photo on your phone, Barry?'

- When I was a child, we used to go to Northern Ireland every year to visit my relatives. My uncle was a milkman there, and he would take me on his delivery rounds every morning. I had to get up at five o'clock in the dark, but I loved seeing the sun rise. On Sundays, my aunt and uncle used to invite all our cousins to tea in the afternoon. Sometimes there would be fourteen or fifteen of us around the table! My aunt allowed me to pour the tea from an enormous metal pot. We used to stay there for three or four weeks at a time, normally in the summer. I went back once when I was in my early twenties, but everything was different, of course.

03 Present perfect simple and present perfect continuous

- Ben** Hi, Stella! How are you? I haven't seen you for a long time. What have you been doing?
- Stella** Ben! Nice to see you. I've been taking a course in London, so I've spent most of the last six months there. I've nearly finished. Soon I'll have a diploma in retail management. What about you?
- Ben** Nothing much. I've had one or two temporary jobs. For the last two weeks, I've been making sandwiches for the arts festival in town. But I hope to go to college in September. I've applied for a course in software design.
- Stella** Excellent. Have you seen Graham or Milly?
- Ben** Yes. I saw Milly last weekend. She looked really tired. She's been working for her dad, trying to save up money to go travelling.
- Stella** And Graham?
- Ben** You'll never believe this. He's just got married!
- Stella** Wow! He's very young.
- Ben** I know, but he's been going out with Jilly for five years now.

04 Perfect tenses and past simple

- See Exercise B on page fifteen for an example of a text about the recent history of a place.
- I had been revising all morning so I was pleased when my friend Sam called round at lunchtime. He looked excited so I asked him what he had been doing. He said that he had been walking around town when a man came up to him and asked him if he wanted to be in a film as part of a crowd scene. He agreed and told me that he had then spent the rest of the morning in the park, where they were filming an open-air meeting of factory workers on strike. At lunchtime the director had asked them to try and find some friends, because the crowd needed to be bigger in the afternoon, so Sam wanted to know if I was free. I said 'yes', and we spent the rest of the day in the park. At six o'clock, when we finished, Sam was paid fifty pounds because he had been working all day long, and I got twenty-five!

05 The future

- I'm going to do some shopping on Saturday. I need some new clothes and I want to get a couple of CDs. On Sunday my grandparents are arriving from Scotland, and they're going to spend a week or ten days with us, before they go to France for a holiday. On Tuesday, I'm taking the first of my end of term exams, unfortunately. I'm going to do some final revision on Monday. I hope they ask the right questions in the exam! Then on Thursday, I'm going to go out with my brother Rob and his friends. Rob is getting married next month, so he's planned a few evenings out before the big day.
- The UK Government is trying to save money, so life is going to be quite difficult for many people over the next five years. As a result, people will have less money to spend, and some shops and small companies will certainly go out of business. As far as the arts are concerned, there is a lot of confidence in British film and TV at the moment, and so there will probably be more successes to come in the next few years, and perhaps more Oscars! As for science, people will continue to invent new things, of course, but some people argue that there is going to be less money to invest in these new products and ideas.

06 Future continuous and future perfect; present after time words

- 1 In a month's time, I'll be travelling to France for a short holiday.
- 2 By the end of this week, I'll have finished decorating the bathroom.
- 3 By September, I'll have completed my MA in Translation.
- 4 This time tomorrow, I'll be eating out at a Spanish restaurant in town.
- 5 We'll soon be looking for a new house with a bit more space.
- 6 By the time I go to bed, I'll have done two translations from French into English.

• Hi Max

John can't come to Wales with us next week. I know you think you're not fit enough, but I wondered if you wanted to join us? We're going to drive to Snowdonia on Friday afternoon. As soon as we get there, we'll put the tents up. We've got plenty of space for you. Before it gets dark, we'll cook one of my very nice dinners! The next day will be an easy one. We'll just walk until we find a pub where we can get some lunch. By the time we've eaten it'll be about two o'clock, and we'll do a little bit of climbing so as to get used to things. That evening we'll sit down and plan a bigger climb for the following day. We were going to do a bit of technical climbing with ropes, but don't worry, we can change our plans. We'll do whatever people feel like. Nothing too difficult! Let me know if you can come.

Best,

Phil

07 Mixed tenses

- See Exercise A on page twenty-six for an example of a short story.
- 1 I was wondering if I could have an alarm call for six in the morning?
- 2 Could I have a cheese sandwich and an orange juice in my room, please?
- 3 I was hoping I might be able to leave my suitcase at reception until five this afternoon.
- 4 Would you let me have an extra blanket for my room, please?
- 5 Could you tell me where I can get internet access, please?

08 Questions

Janice So how long have you been in London, Haruki?

Haruki About two weeks now. I'm having a great time.

Janice That's good. What's your hotel like?

Haruki Fine. It's in Lancaster Gate. Do you know that part of London?

Janice Not very well. It's near Hyde Park, isn't it?

Haruki Not far. But I've only got two more days there, and then I'm travelling.

Janice Really? Where are you going?

Haruki Scotland. I'm going to drive there at the weekend.

Janice Are you? That's a long journey.

Haruki I don't mind. I love driving! But do you know how long it will take me to get there?

Janice About ten hours, I think. Why don't you stop overnight somewhere?

Haruki Yes, maybe I will. More coffee?

Janice No, thanks. I'd better get back to work. Will you give me a ring when you get back to London, then?

Haruki Of course. I'll tell you all about my trip.

09 Obligation and necessity

- Hi Suzanne
It'll be great to have a friend working with me at the restaurant! The hours are long, but the staff are nice. There are just a few things to remember. The first thing is that you have to get here by five o'clock for the evening session. Don't be late! But you don't need to worry about what to wear, because they'll give you a uniform. We don't finish until midnight, as you know, and you have to take your breaks when the head waiter gives you permission. You'll get about ten minutes every two hours. If you need to take a break for any other reason, you should ask first. Each waitress has got to look after six tables, and you must make sure that the customers on your tables get their food without waiting too long! That's about it, really. The only other thing is your handwriting when you take an order. You have to write clearly, otherwise the chefs will get the order wrong, and they'll blame you! But remember that you needn't write out every dish in full – if there's only one lamb dish, just write 'lamb'. Anyway, look forward to seeing you tomorrow.
Love,
Katy

10 Permission; requests, and offers

- See Exercise C on page thirty-nine for an example of a short talk about a public place.
- 1 Could we possibly have a table by the window?
- 2 Would you mind giving us ten minutes or so before you bring the main course?
- 3 Would you like me to show you around the town centre tomorrow morning?
- 4 I could show you where to change your money while we're in town.
- 5 You'll have to let me meet Carla soon.
- 6 Would you like to bring Carla over for dinner next week?

11 Suggestions, orders, and advice

- Hi Pete
Looking forward to seeing you on Friday. I think it will be quite late when you get to my place. Why not get a taxi from the station? Anyway, we could eat out at a nice restaurant near me on Friday evening, if you like. Shall we go into the centre of London on Saturday morning? I can show you one or two of my favourite music stores. In the afternoon, why don't we take a boat on the Thames, and I can show you some of the sights? And what about seeing a film in the evening – or let's just watch a DVD at my flat? Let me know what you think. Shall we talk about Sunday when you get here?
Best,
Karen
- You could make a study timetable first, but you should make sure that you plan some breaks.
You must try to focus on the most important parts of your subjects. Don't waste time on things that don't matter. You shouldn't spend all day in front of your computer. You'll get tired.
You could try revising with friends. They can give you new ideas.
You mustn't work all night. It's important to get enough sleep.
You should try to get some fresh air now and again. You could go for a run, for example. You'll feel better when you start work again.

12 Ability, possibility, and certainty

- Hi Nick
I've had a few ideas about who we could ask to take part in the musical. First of all, there's Linda. She can sing and dance. She was in the concert last year. Do you remember? Of course, Jason can sing too, but he won't be able to help us, because his family is moving to Scotland next month. Then there's Sandeep. He can do the lights and all the electronic work, and Steve can do the tickets and the money. He'll be able to advertise the show as well. He did the posters for the dance last term. By the way, I managed to book the hall for the dates we wanted, and I was able to get a small budget for the costumes. So I think we're making good progress. I'll see

you tomorrow in class.

- Paula** Where's Vince? He should be here by now.
Dave He can't have forgotten. We were talking about the trip yesterday evening.
Paula He might have got the time wrong. Have you tried his mobile?
Dave I'll text him, but he could be on the underground.
Paula Alright. I'll get the tickets, shall I?
Dave I suppose so, but he might have bought his ticket online already.
Paula That's a good point. Wait a moment. Is that him coming out of a car by the newsagent's?
Dave It looks like it. He must have got a lift.

13 Verb patterns

- I began sailing when I was a boy. My father had a boat and sometimes he allowed me to take control of it. I loved seeing the wind in the sails on a sunny day. When I was older, my father asked me to take part in weekend races with him. I'll never forget winning our first race! He taught me to respect the sea, and never to take silly risks. I went on sailing while I was at college. For a while I wanted to do it professionally, but in the end I decided to keep it as a hobby. I plan to continue sailing all my life, and one day I will encourage my own children to learn.
- 1 I don't mind buying tickets and looking at timetables, but I can't stand packing!
- 2 I hope that I'll have enough money to visit a new country every year throughout my life.
- 3 In 2009, I was able to watch the sun rising over the Egyptian pyramids.
- 4 I'd rather travel by train than by plane.
- 5 I know where I'd like to spend my birthday this year – in Bali!
- 6 I regret that I didn't spend longer in Vietnam. It's such a beautiful country.
- 7 I've forgotten when I last had a holiday in Britain.
- 8 I fancy spending New Year in New York.
- 9 I miss travelling with my college friends, but they've all got married.

14 The passive

- 'Brooklyn' was written by Colm Tóibín, an Irish writer, in 2009. It tells the story of Ellis Lacey, a young woman who is sent by her family from Ireland to America to get a good job. She has a very unpleasant boat journey on a rough sea to New York, but she is helped by an Englishwoman, Georgina. Ellis is offered a room in a house owned by Mrs Kehoe, who becomes a friend. Although she is sometimes homesick, she enjoys her new job, and soon has an Italian-American boyfriend. Halfway through the book, however, she is faced with a life-changing decision, when she gets some news from home.
- See Exercise E on page fifty-seven for an example of this type of writing.

15 Phrasal verbs

- Hi Kevin
I can't work out how to finish off my project. It's about global warming. I've looked up lots of statistics, but I don't know which ones to use in my conclusion. Can you help when you come back at the weekend? I've printed out the first part of the project, and it looks quite good, so it's just the ending that I'm finding difficult. I've put it off several times, but the deadline is Monday! With your help, I think I might be able to catch up. Let me know if you'll have some free time on Saturday or Sunday.
- Celia We haven't walked very far. What time did we set off?
Hugh Nine o'clock. Don't worry. If we carry on for another hour or so, we'll get there. Come on, Sara!
Sara Why don't you two go ahead? I'm tired. I might just go back.
Hugh Don't do that, Sara. Hang on, Celia. Let's take a break.
Celia Sorry. I'll slow down. I'm always going off on my own.
Hugh Who's got the sandwiches?
Celia I thought we were eating out, when we got to Seaford?
Hugh Oh, I forgot. I'm hungry already.
Sara Let's go on, then. I'm OK. But perhaps we could just walk a little more slowly?

16 Prepositional verbs

- Hi Lewis
I'll try to tell you a bit about my family and friends. I'll start with my family. People say I take after my dad, because we've got the same sense of humour, but I don't actually look like my mum or dad. They're both quite short, and I'm the tallest girl in my class. Anyway, I've also got a baby brother. He's great. He smiles at everyone. I suppose that my friends can be divided into two groups: the ones who live in my street, and my classmates. My closest friend, Margarita, lives at the other end of the street. She comes from Poland. I can depend on her if I have any problems. At school my best friend is Sylvia. I don't agree with her all the time, but she's great fun to be with. Why don't you tell me about your family and friends in your next email?
- I've just spent a week in a cottage on the Isle of Skye. We were a bit cut off from the rest of the world, but it was a great holiday. We went for long walks and caught up on our reading. We had to put up with a couple of days of rain, but the scenery was beautiful. One day we got lost on a long walk, and we didn't get back to the cottage until nine in the evening. Then we discovered that we had run out of food! We made up for it the following day by driving into town for a full English breakfast. All in all, it was really good to get away from city life for a week.

17 Indirect speech

- My Uncle David took me to lunch on Sunday. He asked me how I was doing at college, and what I planned to do afterwards. I told him that I was going to do some travelling for a year or so. I said that I hoped to find work in Australia first of all. Then he asked me if I had any experience in running or organizing anything. I said I had been president of the drama club at college in my second year. I asked why he wanted to know, and then he said that if I was interested, he might have a six-month job for me in Cornwall, where he wants to set up a small business supplying top quality local food to restaurants. Of course, I said I would think about it. It sounds interesting, doesn't it?
- See Exercise E on page sixty-eight for an example of this type of story.

18 Review of conditional sentences (1)

- 1 If you can find a reasonable hotel near the city centre, you won't have to spend so much on transport.
- 2 You'll see quite a lot of the sights if you walk along the river from Embankment to the Millennium Bridge.
- 3 You're likely to get some good ideas if you visit the tourist information office at Victoria Station.
- 4 Don't take taxis too often unless you're feeling rich!
- 5 If you have time, you'll enjoy a walk through Hyde Park or Green Park on your way to a gallery or the shops.
- 6 Don't try to do too much, or else you'll be exhausted by the end of the week.
- See Exercise E on page seventy-three for an example of this type of message.

19 Review of conditional sentences (2)

- 1 If I had more time, I would learn some Chinese before my next trip to Beijing.
- 2 If I lived in America, I would spend my time exploring the country in a camper van.
- 3 If it didn't rain so much, Manchester would be a great city to live in!
- 4 People might spend more time in north-west England if they knew about the beautiful Forest of Bowland.
- 5 If house prices fell in London, ordinary people would be able to live nearer their work.
- 6 The British film industry would grow into a major business if the Government gave it better tax breaks.
- See Exercise E on page seventy-seven for an example of this type of dialogue.

20 Review of conditional sentences (3)

- 1 If I had saved a little more money, I could have visited my friends in Jamaica this winter.
- 2 I might have beaten my brother at tennis if I'd practised my serve a bit more.
- 3 If I hadn't fallen asleep on Sunday, I wouldn't have burnt the chicken.
- 4 If it hadn't been for my maths teacher, I wouldn't have got a place at university.
- 5 But for my wife, I'd never have learnt the salsa!
- 6 If it weren't for my colleague Stephanie, we would have missed the deadline for our report.

21 Nouns and articles

- Hi Jack
Everything is fine here, but there are a few things you could bring tomorrow. I've brought rice and pasta, but could you bring a loaf of bread, a couple of litres of milk, some cheese, and perhaps a few tomatoes? A jar of jam would be a good idea, too. Later on in the week we can make a trip to the supermarket. I've got soap and shampoo, but I didn't bring any scissors. Could you pack a pair tomorrow, and some string? I need to buy a gift for my niece's birthday and send it by the weekend. Finally, it's a bit hotter than we thought, so bring some shorts and don't forget your swimwear!
- See Exercise F on page eighty-five for an example of this type of dialogue.

22 Possessives and pronouns

- Hi Simon
Thanks very much for your message. My family has a top-floor flat in a block on the outskirts of the city. My parents' room has a small balcony, and my brother and I share a bedroom at the back of the flat, overlooking Istanbul's smallest park. The flat itself is quite old now, but all our neighbours are friendly. Of course, I'd like to have my own room, but it's not possible. My brother and I argue with each other now and again, but we get on OK most of the time. The great thing is that we also have a small roof garden. We look after it ourselves, but we invite some of our neighbours to join us there every month for tea and cakes. My mother makes the cakes herself and everyone looks forward to it (my mother's cooking is wonderful!). Anyway, you'll see it all if you are able to visit in September.

23 *There, it, and indefinite pronouns*

- We recently spent a day at Lyme Park. It's a country estate on the edge of the Peak District. There's a splendid house with a lake and gardens. Most of the visitors spend the whole day there, but we only had the late afternoon left by the time we arrived. There's no point in trying to see everything if you only have a couple of hours, so Greg and I went into the house, and Holly and Steve explored the gardens. There are

some beautiful tapestries inside, and a wonderful old library. It's interesting to imagine a family actually living there two hundred years ago. All the servants lived downstairs, and there were magnificent dances in the ball room. We wanted to spend longer inside, but there was no time left, so we met up with Holly and Steve in the gardens. It would be good to go again in the summer and take a picnic. Unfortunately, all of the visitors decided to leave at the same time, so there was a bit of a traffic jam in the car park, but no one seemed to mind!

- See Exercise F on page ninety-three for an example of a review.

24 Adjectives

- I recently stayed at two very different hotels in the north-east of England: the Garden Hotel in Alnwick and the Arriva Hotel in Newcastle. The Garden Hotel is much smaller, and friendlier as well. I was a bit disappointed by my room, which was tiny, but my main reason for staying was the beautiful restaurant overlooking the garden. The food was much better here than in Newcastle, because it was simpler and home-cooked. On the first night, I ate a delicious local dish – a kind of fish pie. The Arriva is much more modern, and a noisier place to stay, because it's in the city centre. It's a high-tech hotel with massive flat-screen TVs in every bedroom. I quite enjoyed it actually. As I say, the only thing that was annoying was the restaurant, which wasn't as good as the one in the The Garden, and twice as expensive!
- My favourite holiday resort is Puerto Soller in Mallorca. It has some of the best fish restaurants I've ever visited, and the most beautiful views of the nearby mountains. (The highest local peak is the magnificent 'Puig Major'.) The most interesting time to visit is the month of June. There aren't too many tourists and the weather is lovely. They also hold one of the most charming Mallorcan festivals at the end of the month, to celebrate San Pedro. The other attraction is the nearby town of Soller, and the nicest way to reach it is by a slow-moving green tram!

25 Adverbs

- See Exercise C on page ninety-nine for an example of a dialogue like this.
- 1 I'm fairly good at taking notes in lectures.
- 2 I actually perform better in exams than when I'm working at home.
- 3 I can work really hard, but only for short periods.
- 4 I can read textbooks much faster these days than I used to.
- 5 I can learn things more quickly if I take short breaks every hour.
- 6 I'm able to stay up much later than usual during exam periods if I need to.

26 Prepositions

- I'm planning to go to China in the autumn. I'd like to stay in Beijing during the early part of September, and then, after I've seen the main sights there, travel south to the ancient capital of Xian, where I'll stay until the end of the month. I'm going to take a train from Beijing to Xian, so I can look out of the window as we travel through the Chinese countryside. There might also be a chance to talk to some of the Chinese people sitting next to me on the way – if they speak a little English! Of course, I'll only be able to see a small part of China in a month, but perhaps, by the time I leave, I'll have a better idea about the country.

27 Verb/noun/adjective + preposition

- Hi Saiful
I was thinking about my family and friends in Indonesia today, so I decided to write to you. I'm just recovering from my first English cold, so I'll keep my message short! Life in general is quite tough at college. I'm good at business, and I have a great deal of respect for my lecturers, but it isn't easy, of course. There's so much reading to do. I would say that on average, I'm spending fifteen or twenty hours a week just on the reading! I'm a bit anxious about my first coursework marks, which I'll get in two weeks' time. At the same time, I'm having to deal with a few accommodation problems. The flat where I am at the moment is too expensive. I'm amazed at how much people pay in the UK for their flats and houses! Anyway, I'm looking at another flat tomorrow, which is cheaper but a bit further from college. Once I've got that sorted out, I can concentrate on my studies. I hope you are well. Please let me have your news as soon as possible.
Best Wishes,
Tony

28 Relative clauses

- 1 Boscastle, which is on the Cornish coast, was my favourite holiday resort as a child.
2 My father, whose family came from Scotland, used to take us to the Edinburgh Festival every year.
3 The first country that I visited abroad was France, on a school trip.
4 Bordeaux, in south-west France, is the place where I learnt to speak French.
5 My company sent me on a short business trip to Japan, which was fascinating.
6 I've forgotten the name of the small hotel we stayed at in Ireland last year, but the owners were very friendly.
7 I was in Indonesia when a storm stopped us from leaving the hotel for three days.
- See Exercise E on page 113 for an example of this kind of writing.

29 Linking words

- 1 It would be good if there were some more cycle paths in my town so that people wouldn't have to drive everywhere. There's so much traffic in the town centre that you can hardly cross the road.
2 It was a bad idea for the town council to close the public swimming baths on Cross Street. They should be improved and re-opened so kids have somewhere to go on Saturday mornings.
3 Many of the small shops in the centre of town are closing because people tend to drive to the big supermarkets outside town. I think it's important for local people to support these shops so as to keep the town centre alive.
4 There aren't enough late-night buses for people to use after the cinemas and restaurants close. It should be possible for people to get home after midnight without taking a taxi.

30 Contrasting ideas; participle clauses

- Hi Josh
Have you ever been to the Notting Hill Carnival? I had a great time there last week in spite of the crowds and the heat! There's so much to see and to do. The tube was packed on the way there, even though we left quite early in the morning. I think that people wanted to get to a steel band competition or something. Anyway, the main parade was amazing. Although there were loads of people standing in front of me, I still managed to see the wonderful costumes and the dancing. Later on we got some great Caribbean food from a stall. It was really spicy, though! We should go together next year. I'm sure you would enjoy it.
Best,
Laura
- See Exercise E on page 121 for an example of this kind of story.

Index

A

a

with countable nouns 82, 84
or no article 82, 84
a bit 96
a bit of 82
a few 82
a great deal of 82
a little 82
a lot of 82, 90, 116
a piece of 82
ability 46-9
in the future 46
in the past 46
present 46
about 62, 88
above 102
above all 90
absolutely 100
accuse of 68
across 102
actually 100
adjectives 94-7
+ adverbs 98
+ **for** 116
+ prepositions 106-9
-ing or **-ed** 94-7
after nouns 94
after verbs 94
before nouns 94
comparative 96
compound 94-7
forming adverbs with **-ly** 98, 100
more than one 94
with no adverb form 98
non-gradable 100
with **own** 86
position 94-7
possessive 86-9
superlative 96-7
admit 52, 68
adverbs 98-101
+ other adverbs 98
certainty 98
comparative 100
completeness 98
connecting 98
in conversation 100
ending in **-ly** 98, 100
focus 98
formation 98-101
frequency 4, 98
manner 98
modifying 98-101
more than one 98
place 98
position 4, 98-101
superlative 100
time 98
verbs + 58-61
advice 34, 36, 42-5, 70-3
advise 50, 68

afford 50
after 24, 28, 62, 88, 104, 120
after all 90
ago 14
becomes **before** in indirect speech 66
agree 4, 50, 52, 68
agree with 62
aim 50
all 90
all afternoon 90
all day/night 8, 12
all right 90
allow 50
almost 96, 98
along 102
already 10, 14, 16
also 98
although 118-21
always 2, 4, 8, 42
American English 104
among 102
an
or no article 82
phrases without 84
uses of 84
an item of 82
and 32, 114
any 90, 92
anybody 92
anything 92
anyway 98, 100
anywhere 92
apologize 4
apologize for 62, 68, 106-9
apostrophes, rules for using 86
appear 50, 52, 90, 94
appreciate 52
approve of 62
argue 52
around 102
arrange 50
arrangements 36
future 18-21
articles 82-5
absence of 82, 84
as 24, 62, 72-3, 114-17
+ adjective + **as** 96
+ adverb + **as** 100
or **since** 114
as much 82
as a result 114
as soon as 24, 28
ask 50, 52, 66, 68
ask after 62
ask for 62
at 62, 84, 102, 104, 108
at all 90
at the moment 2
attempt 50
avoid 52
away from 102

B

bad at 106
be

+ adjective 94
+ past participle for passives 54
position in **yes/no** and object questions 30
Present Continuous form 4
there or **it** before 90
be able to 46-9
negative **cannot** 46
past and future forms 46
be about to 24-5
be aimed at 62
be allowed to 38-41
negative 38
be based on 62
be charged with 62
be covered with 62
be cut off from 64
be divided into 62
be going to 18-21, 28, 70
future in the past 24
negative forms 18
be jailed for 62
be known as 62
be likely to 70
be permitted to 38
be regarded as 62
be related to 62
be seen as 62
be to + verb 24-5
be/get used to + noun or **-ing** 8
because 114-17, 120
become 94
before 10, 24, 104, 120
beg 50
begin 50
begin with 62
behind 102
belief in 108
believe 4, 52
believe in 62
belong 4
belong to 62
below 102
beside 102
best 100
bet on 62
better 100
between 102, 104
beyond 102
blame for 68
blow out 58
blow up 58
both...and 92
break into 62
bring about 62
bring round 60
bring up 58
but 118
but for 78-81
by 102, 104, 108
without article 84

by far 96
by myself 88
by the time 24

C

call back 60
call for 62
call off 58
call on 62
call over 60
can 38-41, 46-9
ability, possibility and certainty 46-9
becomes **could** in indirect speech 66
permission, requests and offers 38-41
for Present Simple 4
for purpose 114
in result clauses 70
suggestions, orders and advice 42-5
cannot 46
can't 38, 42
+ infinitive without **to** for certainty 48
can't face 52
can't have + past participle 48
can't help 52
can't resist 52
can't stand 52
care for 62
carry on 52, 60
carry out 58
catch 64
catch up 58
catch up on 64
catch up with 64
cause and effect 26
prepositional verbs to describe 62-5
so...that 116
certainly 20, 98
certainty 28, 46-9
adverbs 98
modal verbs for 48-9
check into 62
check out 58
choose 50
claim 50
clauses
+ adverbs 98
-ing 50-3
if- 70-3
infinitive 50-3
result 70-3
that 50-3
wh- 50-3
see also participle clauses:
relative clauses
come 64
come across 58
come along 60

come down with 64
come in for 64
come from 62
come on 42, 60
come out of 64
come over 60
come up against 64
come up with 64
 comma 70, 110, 116
 comparative adjectives 96
 + **than** 96
 adverbs with 100
 use of two 96
 without **than** 96
 comparative adverbs 100
 comparative structures 96
complain 52
completely 98, 100
concentrate on 62
 conditional sentences 70-3, 74-7, 78-81
 I wish/ if only 76-7
 if- and result clauses 70-3
 imperatives in 72-3
 negative and question forms 70
 with Past Perfect Simple 16
 tenses in 70-81
 conditionals
 difference in meaning between first and second 74
 first 70-3
 forms 129
 imperative 72-3
 mixed 80-1
 second 74-7, 80
 third 78-81
 zero 70-3
confirm 52
congratulate on 68
 connections *see* linking words
consequently 114
consider 52
consist of 62
contain 4
continue 50
 contrasting ideas 118-21
 conversation, adverbs in 100
cope with 62
could 38-41, 46-9
 ability, possibility and certainty 46-9
 permission, requests and offers 38-41
 for politeness 28
 for purpose 114
 in reporting speech 68
 in result clauses 70
 in second conditionals 74
 suggestions, orders and advice 42
 in third conditionals 78
could be + -ing 48
could have + past participle 46, 48
could try + -ing 42
couldn't 42

couldn't have
 + past participle 48
 or **may/might not have** 48
 countable nouns 82-5
 with **many** 82
 with **what a** 84
crash into 106, 106-9
cross out 58
cut 64
cut back on 64

D

'd, see would
daily 98
deal with 62
decide 50, 52
 decisions, future 18-21
 definite article *see* **the**
definitely 20, 98, 100
delay 52
demand 50, 52
deny 52, 68
depend 4, 52
depend on 62
deserve 4, 50
despite 118-21
detest 52
did/didn't, for negatives and questions 6
differ from 62
discover 52
discuss 52
dislike 4, 52
do + subject + infinitive without to 30
do away with 64
Do you want to? 40
do/does
 for negatives 2, 6
 for questions 2, 6
don't let's 42
doubt 4, 20, 52
down 60, 102
draw up 58
dress 88
drink up 58
drive through 62
drop off 58
during 104

E

each 92, 104
each of 92
each other 88
early 98
easy 98
eat out 60
eat up 58
either...or 92
elder/eldest 96
 emphasis 22, 44, 46, 56, 74, 88, 112, 118
enable 50
encourage 50, 68
end up 60

end up with 64
enjoy 52
enough 90, 100, 116
even 98
even if 80-1, 118
even though 16, 118-21
ever 10, 14
every 92, 104
 + **one of** 92
every day/week 4, 98
everybody 30, 92
everyone 92
everything 92
everywhere 92
exactly 100
expect 20, 50, 52
explain 52, 68
extremely 100

F

face up to 64
fail 50
fairly 100
fancy 52
fast 98
feel 4, 6, 26, 46, 52, 94
feel free 38
feel like 52, 62
feel up to 64
 feelings
 for/of + noun/pronoun + to + verb 116
 state verbs 4, 26
few 82, 116
fill up 58
fill with 62
find out 52, 58
fine 98
finish 52
finish off 58
 first conditionals 70-3
 don't use **will** in if-clause 70
 future sense 70
 modal verbs in 70
fit 4
fix... up with 64
for 62, 108
 + **-ing** 114
 adjectives + 116
 after nouns 116
 after **too** and **enough** 116
 period of time 10, 14, 104
 with **to + verb** 116
forbid 50
force 50
forget 50, 52
 formality 8, 34, 38, 46, 60, 72, 74, 76, 78, 118
frequently 4
from 62, 84
from...to 104
 future 18-21
 passive with **going to** 54
 passive with **will** 54
 present after time words 24-5

 sense of first conditionals 70
 tenses 18-26
 Future Continuous 22-6
 negative and question forms 22
 for the present 22
 uses 26-9
 will/'ll be + verb + -ing form 22
 future in the past 24-5
 Future Perfect 22-6
 negative and question forms 22
 passive 54
 for the present 22
 will/'ll have + past participle form 22
 Future Perfect Continuous 22

G

gerunds, passives from 54
get 64, 94
get along with 64
get away from 64
get away with 64
get back 60
get back to 64
get down to 64
get into 62
get off 58
get off at 64
get on 58
get out 60
get out of 64
get round to 64
get something done 56-7
get through 62
get through to 64
get up 58, 60, 88
get on with 64
give up 52, 58
go 64
 for the future 18
go ahead 60
go along with 64
go away 58
go back 60
go for 62
go off 60
go on 50, 60
go out for 64
go out with 64
go over to 64
go through 62
go through with 64
go up 62
good at 106, 106-9
good for 116
good of 116
got, + past participle 56
 instead of **was/were** 56-7
guess 52

H

had+ past participle 16
had been+ing 16
had better 44-5, 52

had something + past participle 56
had to 36
hand out 58
hang on 60
happen to 62
happens 90
hard 98
hardly 30, 46, 98
hardly ever 4
hate 4, 50
have 128
 continuous form 26
 meaning possess 4
have got
 meaning possess 4
 position in **yes/no** and object questions 30
have got to 34-7
 negative 34
 past and future forms 36
have something + past participle 56
have something done 56-7
have to 34-7
 + infinitive without **to** for certainty 48
 negative 34
 past and future forms 36
 question form 34
have/has + past participle 10
have/has been, + -ing 10
 + past participle 10
having + past participle 120
hear 4, 46, 52
hear of 62
help 50, 52
her 86
here, becomes there in indirect speech 66
hers 86
herself 88
himself 88
his 86
hold on 60
hold on to 64
hold up 58
hope 16, 20, 28, 50, 52
hourly 98
how 30, 32, 52
how about 32, 42
how long 12
how many 30
how much 30
however 98, 118
hurry 88

I

I wish 76-7
 + infinitive 76
 + **would** 76
I'd rather 76-7
if
 + past perfect + **would/could/might** 80
 + past perfect + **would/'d have**

 + past participle 78
 + past tense + **would/could/might have** + past participle 80
 + past tense + **would/'d** + verb 74
 + Present Simple + **will/'ll** 70
 + **were to** + verb 74
 compared with **in case** + present tense 72
 in indirect questions 66
 polite 80
 or **when** in zero conditionals 70
if I were you, I'd 74
if it hadn't been for... 78
if it weren't for... 78
if only 76-7
 + **would** 76
'll 40
I'm afraid not 38
I'm sorry... but 38
 imaginary conditionals *see* second conditionals
imagine 52
 imperatives
 in conditional sentences 72-3
 informal 40
 intransitive phrasal verbs used on their own 60
 imperatives ...+ **and...**, in conditionals 72
in 62, 102, 104, 108
 after superlatives 96
in case 72-3
in case of 72
in front of 88, 102
in order to 114-17
in spite of 118-21
 the fact that 118
in time 108
 indefinite articles *see a*; **an**
 indefinite pronouns 90-3
 indirect speech 66-9
 changes in form 66-9
 questions 66
 reporting in the same tense 68-9
 use of Past Perfect Simple 16, 66
 would in 24
 infinitive
 or **-ing** 50-3
 it with 90
 passive from 54
 without **to** or **-ing** 52-3
-ing
 with **but for...** 78
 forms 127
 or infinitive 50-3
 it with 90
 two forms not used together 50
insist 52, 68
insist on 68
intend 50
 interrupted events 6, 26-9
into 62, 102

intonation
 in statements as questions 32
 in tag questions 30
 invitations 40
invite 50, 68
invite out 60
involve 52
it 90-3
 + adjective + **for/of** 116
 + adjective + noun 90
 + **be** 90
 + **be** + past participle + **that** 56
 with infinitive, **-ing** and **that**-clauses 90
 negative expressions 90
 and **there** 90-3
 used after **there** 90
its 86
it's
 compared with **its** 86
 / **is it?** and Present Perfect Simple 10
it's time 76-7
itself 88

J

join in 60
just 10, 16, 40, 42, 96, 98, 100
just in case 72
justify 52

K

keep (on) 52
keep to 62
keep up 58
keep up with 64
kind of 98
know 4, 52

L

last 104
last night, becomes the previous night/ the night before last in indirect speech 66
last week 14
late 98
lately 98
laugh at 62
lay off 58
lead to 62
lean on 62
learn 50, 52
least 96, 100
leave out 58
less 96, 100
let 38, 52
let me 40
let... in on 64
let's 42-5
let's not 42
lie down 88
like 4, 40, 50, 62
 + **-ing** 50
like to 50
 likelihood 48, 74

linking words 114-17
 for contrast 118
 particles 120
listen out for 64
listen to 62
little 30, 82, 116
live 12, 28
live for 62
live up to 64
'll, see will
look 64, 94
look after 58, 62
look down on 64
look for 62
look forward to 64
look into 62
look like 62
look in on 64
look out 60
look out for 64
look up 58
love 4, 50

M

made to 56-7
make 52
make for 62
make up 58
make up for 64
manage 50
manage to 46
many 82, 116
matter 4
may 38-41
 becomes **might** in indirect speech 66
 for permission 38
 for possibility 48
 in result clauses 70
may be + -ing 48
may have + past participle 48
may not 38, 48
may not have, or couldn't have 48
may want to 42
may as well 42
maybe 20, 98
mean 4, 50, 52
 meaning
 change between infinitive or **-ing** 50-3
 change between transitive and intransitive verbs 58
 difference between first and second conditionals 74
 of particles in intransitive phrasal verbs 60
mention 52
might 48
 in reporting speech 68
 in result clauses 70
 in second conditionals 74
 in third conditionals 78
might be + -ing 48
might have + past participle 48

might not 48
might not have, or couldn't have 48
might want to 42
might as well 42
mind 52
 or **not mind** 52
mine 86
miss 52
 modal verbs 34-49
 + infinitive without **to** 52
 before **be** 90
 in first conditionals 70
 passives 54
 position in **yes/no** and object questions 30
 for possibility and certainty 48-9
 for purpose with **so that** etc 114
monthly 98
more 90, 96, 100
most 90, 96, 100
mostly 98
move in/out 60
much 82, 90, 96, 100, 116
must 34-7
 + infinitive without **to** for certainty 48
 invitation 40
 negative 34
 question form 34
 in result clauses 70
 or **should** 36
 strong advice 44
must have + past participle 48
mustn't 44
my 86
myself 88

N

near 102
nearly 96, 98, 100
 necessity 34-7
 future form 36-7
 past form 36-7
need 36-7
 + **-ing** 36
 + infinitive 36
 + noun phrase 36
 + subject + verb 36
 as a modal verb 36
needn't + verb 36
needn't have + past participle 36
needs to be done/needs doing 56
neither...nor 92
never 4, 10, 14, 16, 30
news 10, 56, 68
next 98, 104
next to 102
no 30, 90
no one 30, 92
nobody 30, 92
none 90
normally 4
not as + adjective + **as** 96

not very 100
not...before 104
not...until 104
nothing 30, 90, 92
notice 52
 nouns 82-5
 + prepositions 108-9
 and articles 82, 84
 combined 86
 countable 82-5
 singular and plural forms 82, 126
 uncountable 82-5, 126
 use of apostrophes with 86
now 2
 becomes **then/at that point** in indirect speech 66
nowhere 92

O

object to 62, 68
 objects
 direct and prepositional 62-5
 position of direct and indirect in
 passives 54
 in relative clauses 110
obligation 34-7
 external 34
 future form 36-7
 past form 36-7
 personal 34
obviously 98
occasionally 4, 98
of 62
 + adjective 116
 after superlatives 96
 for possession 86
off 60, 102
 transitive phrasal verbs with 58
offer 50, 68
offers 20, 38-41, 72-3
 negative to persuade 40
 questions to make 40
often 4
older/oldest 96
on 60, 62, 84, 102, 104, 108
 transitive phrasal verbs with 58
on the other hand 118
on time 108
once 4, 24
one another 88
one of 96
 every + 92
only 46, 98
onto 102
opposite 102
or else 70, 70-3
order 50
 orders 34, 42-5
otherwise 70, 70-3
ought to 44
our 86
ours 86
ourselves 88

out 60
 transitive phrasal verbs with 58
out of 102
over 102
own 4, 86

P

participle clauses 120
 particles
 meaning in intransitive phrasal verbs 60
 verbs + 58-61
see also adverbs; prepositions
 passives 54-7
 with **be** + past participle 54
 from gerunds 54
 from infinitives 54
 future with **going to** 54
 Future Perfect 54
 future with **will** 54
 long 54
 modal verbs 54
 Past Continuous 54
 Past Perfect 54
 Past Simple 54
 position of direct and indirect objects 54
 Present Continuous 54
 Present Perfect 54
 Present Perfect Continuous forms 10, 54, 129
 Present Perfect Simple form 10
 Present Simple 54
 replaced by past participle 120
 reporting verbs 56-7
 short 54
 uses 54-7
past 102, 104
past, future in the 24-5
 Past Continuous 6-9
 passive 54
 and Past Simple 6, 28
 in second conditionals 74
 state verbs 8
used to 8
 uses 6, 26-9
was/were+ing 6
would 8
 past participle 128
be + for passives 54
had+ 16
have/has + 10
have/has been + 10
 in participle clauses 120
 in place of relative pronoun 110
 to replace passives 120
will/ll have + 22
 Past Perfect
 passive 54
 for past regret 76
 Past Perfect Continuous 16
had been+ing 16
 uses 16
 Past Perfect Simple 16
had+ past participle 16

for reported speech 16
 uses 16
 Past Simple 6-9, 14-17
-ed form 6
 irregular verbs 6
 negatives 6
 passive 54, 56
 and Past Continuous 6, 28
 or Present Perfect 14-17
 questions 6
 time phrases 8, 14-17
 two tenses for cause and event 26
 uses 6, 14
 past tenses
 for second conditionals 74-7
 used for politeness 28-9
 perfect participle 120
 time phrases 14-17, 128
perhaps 42, 98
 permission 38-41
 refusal of 38
 reply to request for 38, 40
 in statements 38
permit 50
persuade 50, 68
phone up 58
 phrasal verbs 58-61
 compared with prepositional verbs 62
 intransitive 58, 60-1
 transitive 58-9
pick up 58
 place
 adverbs 98
 in after superlatives 96
 prepositions 102
 place expressions
 changes in indirect speech 66
 pronouns with prepositions 88
 to close the past 14
 place names, without **the** 84
plan 50
 plans 18-21, 24, 42, 72-3, 76
play for 62
please 38, 40
point out 58
point to 62
 politeness
can or **could** for permission 38, 40
 indirect questions 32
should or **must** 36
 and tense choices 28-9
 use of **if** 80
 use of reflexive for 88
possess 4
 possession
 state verbs 4
whose + noun 112
 possessives 86-9
 adjectives 86-9
 pronouns 86-9
 's and of 86-9
 possibility 46-9, 118
 modal verbs for 48-9
possibly 38, 40, 100

postpone 52
practise 52
predict 52
 predictions 20, 70-3
prefer 4, 50
prepare 50
 prepositional verbs 60-5, 106-9
 compared with phrasal verbs 62
 with a direct object and prepositional object 62
 meanings 62
 three-part 64-5
 to describe cause and effect 62-5
 verb + preposition + prepositional object 62
 word order 62
 prepositions 62-5, 102-5
 adjective + 106-9
 movement 102-5
 non-agent in passives 54
 nouns + 108-9
 passive form of verb + 56-7
 place 102-5
 in relative clauses 112
 time 104-5
 verbs + 58-61, 106-9
 Present Continuous 2-5
 be+ing form 2
 be form 4
 for the future 18-21, 24
 passive 54
 with **should** 44
 uses 2, 26-9
 present participle
 after time words 120
 in participle clauses 120
 in place of relative pronoun 110
 Present Perfect
 choice of Simple or Continuous 28
 for the future 24
 passive 54
 or Past Simple 14-17
 time phrases 14-17
 uses 14, 24
 Present Perfect Continuous 10-13, 28
 passive form **have/has been+ing** 10
 or Present Perfect Simple 12
 time phrases 10
 uses 10-13, 28
 Present Perfect Simple 10-13, 28
 after **It's/Is it/This/That is** 10
 have/has + past participle 10
 passive form **have/has been+** past participle 10
 or Present Perfect Continuous 12
 time phrases 10
 uses 10-13, 28
 Present Simple 2-5
 forms 2, 127
 and frequency adverbs 4

 negative 2
 passive 54
 questions 2
 uses 2, 20
 verbs used only in 4
 present tenses 2-5, 127
 in zero conditionals 70
pretend 50, 52
print out 58
 probability, future continuous and future perfect tenses 22
probably 20, 98, 100
promise 4, 50, 52, 68
 pronouns 86-9
 changes in indirect speech 66
 indefinite 90-3
 possessive 86-9
 in questions 32
 reflexive 88-9
 relative 110
 see also it; Third person singular/plural
propose 68
provided/providing (that) 72-3
 punctuation
 in conditional sentences 70
 linking words 114
 in relative clauses 110
 purpose
 so that/ in order to 114
 to + verb 114
put off 52, 58
put on 58
put up 58
put up with 58, 64
put...down to 64

Q

question words 30, 32
 questions 30-3
 conditional 70
 indirect 32
 object 30-3
 pronouns in 32
 reported 66
 short 32-3
 statements as 32-3
 subject 30-3
 tag 30-3, 44
 to make offers 40
 word order 32
 yes/no 30-3
quite 98, 100
quite a/an 100

R

rarely 4
 rather 98, 100
read out 58
realize 4, 52
really 44, 100
 reason
 because 114
 why 112
recently 10, 12

recognize 4
recommend 50, 52, 68
recovery from 108
refer to 62
 reflexive pronouns 88-9
 verbs with 88
refuse 4, 50, 68
regret 50, 52
 relative clauses 110-13
 defining 110
 non-defining 110
 prepositions in 112
 punctuation 110
 relative pronouns 110
relax 88
rely on 62
remember 50, 52, 88
remind 50, 52, 68
 repeated events 6, 26-9
 replies 32-3
 short positive 94, 100
 to request for permission 38, 40
reply 52
 reported speech *see* indirect speech
 reporting verbs 68-9
 + **-ing** 68
 + infinitive 68
 + preposition + **-ing** 68
 + **someone** 68
 + **someone** + infinitive 68
 + **someone** + preposition 68
 + **that** 68
 passives 56-7
 requests 20, 38-41
resent 52
resist 52
respond to 62
responsibility for 108
 result
 negative 72
 so...then 114
 result clauses 70-3
 imperatives in 72-3
 modal verbs in 70
 used alone in third conditionals 78
result in 62, 108
result of 108
right 42, 98
ring off 60
ring up 58
risk 52
round 102
rub out 58
run away 60
run into 62
run out of 64

S

's, for possession 86-9
 s, uncountable nouns ending in 82
said 66-9
save up 58
say 16, 52, 68
scarcely 30, 98

second conditionals 74-7, 80
 forms 74-7
 past tense for 74-7
 use of **were** 74
see 4, 26, 46, 52
 meaning understand 4
seem 4, 50, 52, 94
seems 90
seldom 4
 semi-colon 114
 senses, state verbs 4
 sentences
 + adverbs 98
 beginning with **there** or **it** 90
 building 110-21
 comparative structures 96-7
 contrasting ideas 118-21
 linking words 114-17
 two-clause with a future meaning 24
 see also conditional sentences
set off 60
set up 58
shall 20-1, 42-5
 + Present Continuous 44
 negative **shan't** 20
 permission, requests and offers 40-1
 suggestions, orders and advice 42-5
should 36-7
 + **be** + **-ing** 48
 + infinitive without **to** 48
 for likely in the future 48
 or **must** 36
 in reporting speech 68
 in result clauses 70
 suggestions, orders and advice 44-5
 with **think** or **really** 44
should have 36
 + past participle 48
shouldn't + infinitive without **to** 48
shouldn't have, + past participle 48
show up 58
shut up 60
since 10, 12, 14, 104, 114-17, 120
 or **as** 114
sit up 60
smell 4, 46, 94
smile at 62
so 32, 114-17, 120
 + adjective/adverb...(that) 116
 ...**then** 114
so as to + verb
so far 14
so few 116
so little 116
so long as 72-3
so many 116
so much 116
so (that) 114
some 90, 92
 meaning 'not all' 84
 with uncountable nouns 82

somebody 30, 92
someone 30, 92, 106
something 90, 92, 106
sometimes 4, 98
somewhere 92
sort of 98
sort out 58
sound 94
sound like 62
speculation 48-9
spend on 62
s's 86
stand for 62
stand up 60
stare at 62
start 50
start with 62
state verbs 4
 in continuous forms 26
 feelings 4
 in Past Continuous 8
 possession 4
 senses 4
 thoughts 4
statements, permission in 38
still 2, 14
stop 50
succeed in 46, 62
such, + adjective/adverb...(that)
 116
such...a lot of 116
suffer from 62
suggest 52, 68
suggestions 20, 42-5, 72-3
superlative adjectives 96-7
 the + 84, 96
superlative adverbs 100
suppose 4, 20, 52, 80
supposing 80-1
switch off 58

T

tag questions 30-3, 44
 intonation 30
 negative 30
 positive 30
take after 62
take off 58
take on 58
take out 58
take...out on 64
take...up on 64
talk about 66, 112
talk round 60
talk...round to 64
taste 4, 46, 94
teach 50
tell 16, 50, 52, 68
tell apart 60
tell off 58
tell someone about 66
temporary events 8, 26-9
tend 50
tenses 2-29, 128
 changes in indirect speech 66-7
 choices of 28-9

in conditional sentences 70-81
 continuous forms 26-9
 mixed 26-9
 not changed in indirect speech 68-9
 perfect 14-17, 128
 politeness 28-9
 present 2-5, 127
 present for the future 18-21
than, comparative adjectives/
adverbs + 96, 100
thank for 68
that 10, 90
that-clauses 50-3, 110, 112
 it with 90
 leaving out **that** 112, 116
the
 + superlative adjective and
 adverbs 84,
 96, 100
 not for place names 84
 phrases without 84
 uses 66, 84, 86
the last time 14
their 86
theirs 86
them for possession 86
themselves 88
then 32, 98, 100, 120
 for result 80
there 90-3
 + adjective + noun 90
 + **be** 90
 and **it** 90-3
 negative expressions 90
 use of **it** after 90
therefore 114-17
these 90
these days 2
think 4, 16, 20, 26, 40, 44, 52, 68
think about 62
think of 62
third conditionals 78-9
 form 78
 word order 78
Third person singular/plural + be
 + past participle + infinitive 56
this 90, 104
 becomes **the** in indirect speech
 66
this is, and Present Perfect
 Simple 10
this week/morning 2, 10, 14, 18
those 90
though 100, 118-21
thoughts, state verbs 4
threaten 50
through 62, 102, 104
throw away 58
tight 98
till 104
time
 adverbs 98
 of after superlatives 96
 prepositions 104-5
time phrases
 changes in indirect speech 66

Past Simple or Present Perfect
 14-17
with the Present Continuous
for the
 future 18
present participle after time
words 120
Present Perfect Simple and
Present
 Perfect Continuous 10-13
 use of apostrophe in 86
to 62, 84, 102
 + verb for purpose 114
today 10, 14
 becomes **that day** in indirect
 speech 66
tomorrow, becomes the next
day/ the day after/the
following day in indirect
 speech 66
too 100, 116
towards 102
true/truly 98
try 50
try on 58
try out 58
turn 94
turn on 58
turn up 58

U

uncountable nouns 82-5
 counting 82
 list 82
 with **much** 82
 with **some** and **a bit of** 82
 without **the** 84
under 102
understand 4, 52
unless 70, 70-3
unreal conditionals *see* second
 conditionals
until 24, 104
up 60, 102
 transitive phrasal verbs with 58
use for 62
used to 8
 be/get used to + noun or **-ing**
 8
 question and negative forms 8
 or **would** 8

V

verbs 2-29
 + **-ing** 50-3, 127
 + adverbs 98
 + infinitive 50-3
 + prepositions 106-9
 + **that** or **wh-** clauses 52-3
 forms and structures 50-81,
 127-28
 infinitive + object 50-3
 object + infinitive 50-3
 patterns 50-3
 with reflexive pronouns 88

singular after uncountable
 nouns 82
see also modal verbs; phrasal
 verbs;
 prepositional verbs;
 reporting verbs;
 tenses
very 100

W

wait 50
wake up 60
want 4, 28, 40, 50
want to know 66, 68
warn 50, 52, 68
was/were + -ing 24
was/were able to 46
was/were going to 24
wash 88
watch 52
watch out for 64
weekly 98
weigh 4
well 100
were, use in conditionals 74, 76
wh-clauses 50-3, 110-13
what 30, 52, 112
 ...**is/was...** 112
what a + countable noun 84
what about 32, 42-5
what if 42
whatever 24
when 8, 30, 52, 112, 120
 or **if** in zero conditionals 70
 with Past Simple 14
 with present tense 24
where 30, 52, 112
whereas 118
whether, in indirect questions 66
which 30, 52, 110-13
whichever 24
while 24, 118, 120
who 30, 52, 110
 or **whom** 112
whole/wholly 98
whom 112
whose 30
why 30, 52, 112
why don't I/we? 40, 42, 44
why not 32, 42
will ('ll)
 + **if** + Present Simple 70
 after verbs of doubt, hope,
 etc 20
 becomes **would** in indirect
 speech 66
 for the future 18-21
 future continuous for
 politeness 28
 future passive 54
 invitation 40
 meaning **must** 48
 other uses of 20, 28
 for purpose 114
will be + verb + **-ing** 22
will be able to 46

will be doing 22-6
will have + past participle 22
will have done 22-6
will have to 36
wish 4, 50
with 62, 108
wonder 16, 28, 40, 52, 66, 68, 88
won't you? 40
word order
 adjectives 94
 adverbs 98-101
 in passives 54-7
 in prepositional verbs 62-5
 prepositions in relative clauses 112
 third conditionals 78
 in transitive phrasal verbs 58-61
work 12, 28
work out 58
work with 112
worry about 62
would ('d)
 + verb + if + past tense 74
 in indirect speech 24
 for Past Continuous 8
 permission, requests and offers 40-1
 for politeness 28
 for purpose 114
 in reporting speech 68
 or **used to** + verb 8
would have + past participle + if + past perfect 78
would like/love/prefer 50
would rather 52
would you like 40
would you mind, + -ing or if 40
writing, academic
 contrasting ideas 118
 nouns+ prepositions in 108
 participle clauses 120
 passives in 54
 third conditionals in 78
 use of **would** instead of **used to** 8
 were for second conditional in 74
 whom 112
wrong 98

Y

yes/no questions 30-3
 short answers 30
yesterday 14
 becomes **the previous day/ the day before last** in indirect speech 66
yet 10, 14
you'd better 42
you'll have to 40
your 86
you're welcome 38
yours 86
yourself 88

Z

zero conditionals 70-3
 present tense in 70